



STRATA PLAN LMS 1902 ROBINSON TOWER

BYLAWS

**STRATA PLAN LMS 1902
ROBINSON TOWER BYLAWS**

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SCHEDULE OF BYLAWS

Division 1 – Duties of Owners, Tenants, Occupants and Visitors

Payment of strata fees

- 1 (1) An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- (2) Where an owner fails to pay strata fees in accordance with bylaw 1(1) outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to an interest charge, a \$50.00 penalty will be imposed for each month that an owner's strata fees are in arrears.
- (3) An owner must provide the strata corporation or its agent with twelve (12) consecutive, monthly post-dated cheques for strata fees for the fiscal year of the strata corporation, dated as of the first day of each month, or if applicable, written authorization for monthly automatic debit from the owner's bank account.
- (4) Failure by an owner to submit twelve (12) monthly, post-dated strata fee cheques or written authorization for automatic debit in accordance with bylaw 1(3) is a contravention of bylaw 1(3) and the strata corporation will levy a fine of \$50.00 for each contravention. Each dishonoured cheque or dishonoured automatic debit will be subject to a fine of \$50.00 and an administration charge of \$25.00.
- (5) Failure to pay a special levy on the due date will result in a fine of \$50.00 for each month in arrears and outstanding special levies will be subject to an interest charge of 10% per annum, compounded annually.
- (6) The strata corporation may proceed under the *Small Claims Act*, without authorization by the owners, to recover from an owner or other person, by an action in debt in Small Claims Court, money owing to the strata corporation, including, without limitation, money owing as administration fees, bank charges, fines, penalties, interest or the costs, including legal costs, of remedying a contravention of the bylaws or rules and to recover money which the strata corporation is required to expend as a result of the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family.
- (7) Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the *Act*.

- (8) Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules.
- (9) Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules, including legal costs, for which the owner is responsible under section 131 of the *Act*.

Repair and maintenance of property by owner

- 2 (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- (2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

Use of property

(4) – (10) Pets

(16) – (23) Windows/Balconies

- 3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
 - (a) causes a nuisance or hazard to another person;
 - (b) causes unreasonable noise;
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot;
 - (d) is illegal;
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan, or
 - (f) is contrary to municipal bylaws.
- (2) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot, which the Strata Corporation must repair and maintain under these bylaws or insure under section 149 of the *Act*.

- (3) Where the strata corporation determines that illegal activity is taking place in a strata lot or on the common property, an owner, tenant or occupant, regardless of whether they had knowledge, notice or forewarning of such illegal activity must pay all costs incurred by the strata corporation in connection with the investigation and removal of such illegal activity, including, without limitation, any increases in insurance, security measures, disposal costs and the costs to repair damage to any strata lot or common property, including limited common property.
- (4) An owner, tenant, occupant or visitor must not keep any pets on a strata lot other than one or more of the following:
 - (a) a reasonable number of fish or other small aquarium animals;
 - (b) up to 2 caged birds;
 - (c) two dogs or two cats; or one of each,
- (5) An owner, tenant or occupant must apply to the council for written permission to keep a pet (a "Permitted Pet") by registering the pet with the council within 7 days of the pet residing on a strata lot (or the passage of this bylaw) and by providing, in writing, the name of the Permitted Pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.
- (6) An owner, tenant, occupant or visitor must ensure that all pets are leashed or otherwise secured when on the common property. For greater certainty, common property includes the lobby and elevators. The owner must immediately cleanup any pet excrement. Animals are not allowed on the 2nd and 5th floor garden areas, except on a leash and must be confined to the sidewalk.
- (7) Owners must not harbour a "vicious dog". A "vicious dog" means:
 - (a) any dog with a known propensity, tendency, or disposition to attack without provocation other domestic animals or humans; or
 - (b) any dog which has bitten another domestic animal or human without provocation, or
 - (c) a Pit Bull Terrier, American Pit Bull Terrier, Pit bull, Staffordshire Bull Terrier, American Staffordshire Terrier or any dog of mixed breeding which includes any of the aforementioned breeds.
- (8) An owner, tenant, occupant or visitor must ensure that a pet does not cause a nuisance to another person.
- (9) If council receives a complaint about a pet, it will convene a bylaw enforcement hearing. At the end of the hearing, council may take no action; may fine the owner; may require the person to pay the costs of remedying the contravention; or may order the immediate removal of the pet from the strata lot in which case the pet must be immediately removed. The pet owner will be advised about the outcome of the hearing in writing.

- (10) An owner, tenant or occupant who has a pet that does not conform, at the date of passage of these bylaws, to these bylaws, will be permitted to keep the pet. However, if for any reason, the non-conforming pet ceases to reside with the owner, tenant or occupant, any new pet must accord with these bylaws.
- (11) An owner, tenant or occupant must not use or permit the use of a residential strata lot for a professional, commercial or business purpose that:
- (a) increases or tends to increase the amount of foot traffic or motor vehicle traffic on the common property or to a strata lot;
 - (b) increases or tends to increase the liability of the strata corporation;
 - (c) involves customers, clients, employees, contractors, other workers or any individuals attending a strata lot;
 - (d) involves individuals using a strata lot as a place of temporary lodging. For the purpose of bylaw 3(11)(d), 'temporary lodging' shall be defined as the occupation of a residential strata lot by someone other than the registered owner for less than six (6) consecutive months. In all instances where the registered owner is not occupying the residential strata lot, the owner must provide the strata council with the full name(s) of the occupant(s), the occupant(s) phone number, e-mail address and vehicle licence plate number. Failure to comply with this bylaw will result in a fine of \$200.00 being levied against the owner of the residential strata lot.
 - (e) contravenes the zoning Bylaws of the City of Vancouver.
- (12) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets of the strata corporation in a manner that unreasonably, directly or indirectly, interferes with the use or enjoyment by any other owner, tenant, occupant or visitor.
- (13) An owner, tenant or occupant may keep plants in areas of limited common property designated for their exclusive use provided that such plants have no adverse effect on other occupiers, the common property or common assets.
- (14) Owners, tenants and occupants have a right to quiet enjoyment of a strata lot. Undue and excessive noise by any owner, tenant, occupant, visitor, employee or pet, including, but not limited to, that from appliances, machinery, sound/music systems, televisions, instruments, wind chimes, computer, games and voices, is not permitted.
- (15) An owner, tenant, occupant or visitor must observe a quiet period from 11:00 p.m. to 8:00 a.m. every day. During these hours everyone must take special care and attention not to make noise.
- (16) Subject to bylaw 35(1), and applicable, an owner, tenant, occupant or visitor must not place any signs, billboards, notices, placards or other advertising on a strata lot or common property.

- (a) Notwithstanding the Strata Corporation Bylaws; All signage used by Commercial Strata Lots are subject to regulations City of Vancouver bylaws and regulations;
 - (b) Neon & similar bright light signage is not permitted;
 - (c) Window and door signage must be approved by Council;
 - (d) Interior signage visible to the outside must be approved by Council;
 - (e) Billboards, tent signs (sandwich boards) or other related sidewalk signs may be permitted and must be approved by Council; Strata Council will limit a commercial strata lot and/or business to one sign;
 - (f) Signage affecting Common Property to be approved by Council;
 - (g) Owners of non-residential strata lots will be permitted to install For Lease /For Sale signs within their strata lots so as to be visible from the exterior of such strata lot, on the condition that the size and design of such signs have received the prior approval of the strata council for LMS 1902.
- (17) No laundry, washing, clothing, bedding, or other articles shall be hung or displayed from windows, balconies or other parts of a strata lot or common property, if they are visible from outside of the building.
- (18) An owner, tenant or occupant must not install window coverings, visible from the exterior of a strata lot, other than white or off white.
- (19) Bird feeders are not allowed on the common property, including balconies and patios.
- (20) Outdoor holiday lights are permitted only from December 1st to January 15th, unless council gives prior, written permission and the holiday lights coincide with another festive occasion.
- (21) Owners, tenants and occupants must maintain a consistently, high standard of cleanliness, appearance and repair in and surrounding a strata lot.
- (22) No personal items such as doormats, shoes, toys, bicycles, walkers, etc. shall be left or stored on common property.
- (23) Owners, tenants and occupants must not allow their strata lots to become a health or safety hazard.
- (24) An owner, tenant, occupant or visitor must not do anything or cause anything to be done on common property likely to damage plants, bushes, flowers or lights.
- (25) An owner, tenant, occupant or visitor must not allow pets to do anything to damage plants, bushes, flowers or lights.

- (26) An owner, tenant, occupant or visitor must supervise children at all times. Children are not permitted to play in the exercise room, the lounge, hallways, elevators, the lobby or any other common areas.
- (27) All notices to be posted on the bulletin boards must have the prior consent of council or its agents.
- (28) Patio furniture is allowed on balconies and patios. An owner, tenant or occupant must not use a balcony or patio to store items, including, but not limited to bicycles or appliances.
- (29) An owner, tenant or occupant cleaning a balcony or deck must use only a damp mop. Use of power washers or hoses is prohibited.
- (30) An owner, tenant, occupant or visitor must not leave pets or children unattended on a balcony or patio.
- (31) Except with the prior, written permission of council, an owner, tenant, occupant or visitor must not use or store propane, natural gas or electric heaters on a balcony. Where a heater is permitted, the heater must have at least a 3 feet radius away from building walls, ceilings and balcony railings.
- (32) An owner, tenant or occupant must not use, or permit to be used, a residential strata lot except as a private dwelling home and, unless granted prior written approval by the council, an owner, tenant or occupant must not allow more than three persons to occupy a strata lot originally designated by the owner developer as a one bedroom unit and not allow more than four persons to occupy a strata lot originally designated by the owner developer as a two bedroom unit and not allow more than five persons to occupy a strata lot originally designated by the owner developer as a three bedroom unit. This bylaw does not apply to persons visiting with an owner, or tenant for less than 21 days.
- (33) An owner or occupant who alleges hardship as a result of bylaw 3(32) may appeal to council for permission to be exempt on the basis of hardship and council must not unreasonably refuse the appeal.
- (34)
 - (a) For the purposes of these bylaws, “strata insurance” means the insurance coverage obtained and maintained by the strata corporation pursuant to the Strata Property Act, S.B.C. 1998, c.43 and these bylaws.
 - (b) If an owner is responsible for any loss or damage to a strata lot, common property, limited common property, or common assets, that owner must indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the strata lot, common property, limited common property or common assets but only to the extent that such expense is not reimbursed from the proceeds received by operation of any strata insurance policy.
 - (c) For clarity and without limiting the generality of the word “responsible” as interpreted by the courts or a tribunal in connection with section 158(2) of

the Strata Property Act, S.B.C. 1998, c.43, an owner is, under bylaw 3(34)(b), responsible for:

- (i) any loss or damage to the common property, limited common property, common assets or to any strata lot, and/ or personal injury or death, where the cause of such loss or damage is the result of an act, omission, negligence or carelessness of the owner, and/or owner's tenants, occupants, and visitors (including family members, employees, agents, contractors, guests or invitees);
- (ii) any loss or damage caused to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage originated within the owner's strata lot or limited common property designated for the exclusive use of such owner's strata lot, including anything arising from any of the following:
 - (A) dishwasher;
 - (B) refrigerator with ice/water dispensing capabilities;
 - (C) garburator;
 - (D) washing machine;
 - (E) toilets, sinks, bathtubs;
 - (F) dedicated plumbing related pipes and fixtures, that solely service a strata lot;
 - (G) fireplaces;
 - (H) exhaust fans and humidifiers/dehumidifiers;
 - (I) anything introduced into the strata lot by the owner;
 - (J) any alterations or additions to the strata lot, the limited common property or the common property made by the owner or by prior owner(s) of the strata lot;
 - (K) any pets residing in or visiting at the owner's strata lot;
 - (L) any person residing in or visiting at the owner's strata lot; and
 - (M) barbecues or smokers; and
- (iii) legal costs incurred in relation to defending any claim against the strata corporation, and/or prosecuting any claim made against the owner, such indemnity to be on a solicitor and client basis,

including disbursements, expenses, taxes, filing and/or Court fees, all on a full indemnity basis.

- (d) For the purposes of these bylaws, any insurance deductible paid or payable by the strata corporation will be considered an expense not covered by the strata insurance proceeds received by the strata corporation and will be charged to the owner.
- (35) Unless otherwise approved in writing by the Strata Council, the hours of operation of any business or trade, profession or other occupant in commercial designated strata lot shall be between the hours of 8 a.m. to 10 p.m., Monday to Sunday inclusive.
- (36) Commercial designated strata lots may have customers and clients attend business strata lots; An Owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets for: residential use.
- (37) Notwithstanding the commercial strata designation, the following businesses or types of businesses are strictly prohibited;
 - (a) Any business whose purpose is the sale of second hand goods, insurance salvage stock, fire sale stock, bankruptcy stock, a smoke or marijuana shop; site for manufacturing, storing or distributing marijuana or any other controlled substance whether licensed or otherwise;
 - (b) An auction or going out of business sale or bankruptcy or liquidation sale;
 - (c) A billiard or pool hall;
 - (d) A video game arcade or any place of recreational amusement;
 - (e) Off track betting establishment;
 - (f) A flea market or pawn shop;
 - (g) Restaurant uses emitting and profound smells or odours, or use of deep fryers or other type of use that could increase the rate of insurance the strata corporation would be required to pay;
 - (h) Any businesses that are primarily engaged in providing sexual services or sale of distribution of sex related merchandise, including but not limited to massage or body rub parlours; registered massage therapy is excluded;
 - (i) Government office providing or distributing social services, welfare service, or welfare cheques;
 - (j) Funeral home, crematorium or any business in the retail or wholesale supply of products or funeral or crematorium services.

- (38) An owner, tenant, occupant or visitor must not use or occupy, or permit to be used or occupied, a strata lot, the common property, limited common property or common assets for the purpose of growing, producing, harvesting, marketing, selling or distribution of marijuana. An owner, tenant, occupant or visitor must not store marijuana in a strata lot or transport marijuana through the common property, except for quantities less than or equal to the limits specified (if any) for legal possession of marijuana under relevant provisions, rules, regulations or ordinances of any **statute** or municipal bylaw, whether federal, provincial or municipal.

Inform strata corporation

- 4 (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) On request by the strata corporation, a tenant must inform the strata corporation of the tenant's name.

Renovations/Alterations

- 5 Where applicable, this bylaw is to be read in conjunction with bylaws 6 and 7.

- (1) All tradespersons, including without limitation plumbers, drywallers, flooring installers, carpenters, painters and electricians must be licenced, insured, bonded and be registered and in good standing with WorkSafeBC. The owner or occupant may, at the request of the strata council, be required to obtain and provide written confirmation of same.

Without limiting the foregoing, all renovations requiring plumbing or electrical work **MUST** be undertaken by fully certified and licenced journeyman plumbers and electricians and the owner or occupant may, at the request of the strata council, be required to obtain and provide written confirmation of same.

- (2) An owner or occupant must not permit any construction debris, materials or packaging to be deposited in the strata corporation's disposal containers.
- (3) An owner or occupant must advise the manager in advance of the delivery or removal of construction materials and ensure that the delivery or removal of construction materials is through the loading bay and the parking garage. If using an elevator for construction materials, the owner must ensure the elevator is protected with proper wall pads and floor coverings. An owner must not permit any renovations/alterations materials to be delivered through the main lobby.
- (4) An owner, tenant or occupant must be responsible to ensure:
- (a) drop cloths are installed and removed daily between the elevators and the strata lot as well as between other doors to protect common areas from any spillage or dripping; and

- (b) stairs, lobbies and paths through the parking areas are regularly cleaned (and vacuumed at the request of council) and the residential corridors thoroughly vacuumed daily.
- (5) An owner or occupant must ensure that the hours of work are restricted to 8:00 a.m. to 5:00 p.m., Monday through Friday, and 10:00 a.m. to 5:00 p.m., Saturdays.
- (6) An owner or occupant must be in attendance for all **SIGNIFICANT** renovations/alterations, the determination of **SIGNIFICANT** shall be in the discretion of council.
- (7) An owner or occupant performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licences are obtained.
- (8) An owner must obtain the prior, written approval of council before erecting, installing, hanging, attaching or placing:
 - (a) antennae, satellite dishes or similar structures or appurtenances;
 - (b) shades, awnings, window or balcony guards, screens or enclosures, ventilators, air conditioning devices or supplementary heating devices on the exterior of a strata lot or on the common property, including limited common property or anywhere on the outside of the building.
- (9) An owner, tenant or occupant must not install metallicized or reflective coatings or tinting on glass windows or doors.
- (10) An owner or occupant wishing to install hard surface flooring, including, but not limited to, hardwood, ceramic tile or vinyl must obtain the prior, written permission of council and comply with the following:
 - (a) hardwood floors must be the floating type only;
 - (b) underlay (sound deadening material) beneath the hardwood floors must conform to written standards available from council, as amended from time to time;
 - (c) prior to installation of hardwood flooring, owners must demonstrate conformity with the standards stated in bylaw 5(10)(b) above and provide proof of purchase with acceptable STC and IIC ratings for the underlay materials;
 - (d) prior to installation of ceramic tiles, an owner must provide details of sound deadening underlay materials to council for approval.
- (11) (a) Any work involving jack hammering, chipping or grinding must be limited to the hours between 11:00 a.m. and 3:00 p.m. (maximum 4 hours per day), Monday to Fridays only. There is to be no jack hammering, chipping or grinding on weekends or on statutory holidays.

- (b) All deconstruction work undertaken by an owner or occupant, including jack hammering, chipping, grinding, drywall and fixture removal **MUST** be completed within six (6) weeks from the date the written approval is obtained from the strata council for the work being done. The six (6) week period may, on written application by the owner or occupant, be extended by the strata council, in its complete discretion.
- (12) An owner or occupant wishing to remove tile floors must obtain prior approval from council.
- (13) An owner or occupant must ensure that the contractor removes all debris, old carpet, boards, drywall, etc. No renovation/alteration debris of any kind is to be placed in the strata corporation's garbage or recycling bins.
- (14) An owner or occupant throughout any renovations/alterations must ensure that the building remains secure at all times.
- (15) Under no circumstances are any holes to be drilled or cut into the common property concrete floors.

Obtain approval before altering a strata lot

- 6 (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) patios, chimneys, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act; and
 - (h) wiring, plumbing, piping, heating, air conditioning and other services.
- (2) The strata corporation must not unreasonably withhold its approval under this Bylaw 6, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration and to indemnify and hold harmless the strata corporation for any future costs in connection with the alteration.

- (3) An owner intending to apply to the strata corporation for permission to alter a strata lot must submit, in writing, detailed plans and written description of the intended alteration.
- (4) The application for permission to alter a strata lot MUST include a start date and a completion date for the intended alteration and the strata council may, at its complete discretion, refuse to give permission if it determines that the duration of the proposed work is unreasonable.

Once the intended alteration, included the start date and completion date, is approved by the strata council, an owner may apply in writing to the strata council to change the start date and/or the completion date and approval of the application by the strata council shall not be unreasonably withheld.

Obtain approval before altering common property

- 7 (1) An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to common property, including limited common property or common assets.
- (2) An owner, as part of its application to the strata corporation for permission to alter common property, limited common property or common assets, must:
 - (a) submit, in writing, detailed plans and description of the intended alteration;
 - (b) obtain all applicable permits, licences and approvals from the appropriate governmental authorities and provide copies to the strata council; and
 - (c) obtain the consent of the owners by written approval of the strata council under bylaw 7(1).
- (3) The strata corporation may require, as a condition of its approval, that the owner agree, in writing, to certain terms and conditions, including, not exhaustively, the following:
 - (a) that alterations be done in accordance with the design or plans approved by the strata council or its duly authorized representatives;
 - (b) that the standard of work and materials be not less than that of the existing structures;
 - (c) that all work and materials necessary for the alteration be at the sole expense of the owner;
 - (d) that the owner from time to time of the strata lot receiving the benefit of an alteration to common property, limited common property or common assets must, for so long as he or she remains an owner, be responsible for all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the

strata corporation as a result, directly or indirectly, of the alterations to common property, limited common property or common assets;

- (e) that the owner and any subsequent owner on title who receives the benefit of such alteration, must, with respect only to claims or demands arising during the time that they shall have been owner, indemnify and hold harmless the strata corporation, its council members, employees and agents from any and all claims and demands whatsoever arising out of or in any manner attributable to the alteration.

Any costs or expenses incurred by the strata corporation as the result of such claim or demand will be the responsibility of the owner from time to time of the strata lot who has benefited from the alteration and the said costs or expenses incurred must be charged to that owner and shall be added to the strata fees of that owner for the month next following the date upon which the cost or expenses are incurred, but not necessarily paid by the strata corporation, and shall become due and payable on the due date of payment of monthly strata fees.

- (4) An owner who has altered common property, limited common property or common assets prior to the passage of these bylaws shall be subject to their content and intent to the extent that any damages suffered or costs incurred by the strata corporation as a result, directly or indirectly, of the alteration, must be borne by the owner who has benefited from the alteration.
- (5)
 - (a) An owner who, subsequent to the passage of bylaws 7(1) to 7(4) inclusive, alters common property or limited common property without adhering strictly to these bylaws, must restore, at the owner's sole expense, the common property, limited common property or common assets, as the case may be, to its condition prior to the alteration. If the owner refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner who altered the common property or limited common property. The cost of such restoration shall be added to the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.
 - (b) Notwithstanding bylaw 7(5)(a), the strata council, in its complete discretion, may provide written approval, after the fact, of an alteration to common property or limited common property provided that the owner executes an assumption of liability and indemnity agreement in a form approved by the strata council, pays to the strata corporation its reasonable costs of preparing the Agreement and otherwise the owner fully complies with the applicable requirements of bylaw 7.
- (6) To remove an approved alteration or attachment, whether voluntary or at the written request of the strata council, the current owner receiving the benefit of the alteration or attachment regardless of whether they make the alteration or attachment, will be required to pay for the cost of the removal of the alteration or attachment and will be required to restore the common property and/or repair any

damage to the common property flowing from the alteration or attachment, at no cost to the strata corporation, to the satisfaction of the strata council

Permit entry to strata lot

- 8 (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.
- (2) The notice referred to in bylaw 8(1)(b) must include the date and approximate time of entry, and the reason for entry.

Division 2 – Powers and Duties of Strata Corporation

Repair and maintenance of property by Strata Corporation

- 9 (1) The strata corporation must repair and maintain all of the following:
- (a) common assets of the strata corporation;
 - (b) common property that has not been designated as limited common property;
 - (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - A. the structure of a building;
 - B. the exterior of a building;
 - C. chimneys, stairs, balconies and other things attached to the exterior of a building;
 - D. doors, windows and skylights on the exterior of a building or that front on the common property; and
 - E. fences, railings and similar structures that enclose patios, balconies and yards.

- (2) A strata lot, but the duty to repair and maintain it is restricted to
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (d) doors, windows and skylights on the exterior of a building or that front on the common property; and
 - (e) fences, railings and similar structures that enclose patios, balconies and yards.

Division 3 – Council

Council size and membership

- 10 (1) Council must have at least 3 and no more than 7 members.
- (2) Each council member must be elected by holding a separate majority vote for that member.
- (3) No person shall be elected to council or remain on council if the strata corporation is entitled to register a lien on their strata lot under Section 116(l) of the *Act*.
- (4) No person may stand for council or continue to be on council with respect to a strata lot if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules.
- (5) No person may stand for council or continue to be on council with respect to a strata lot if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules for which the owner is responsible under section 131 of the *Act*.
- (6) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (7) A person whose term as council member is ending is eligible for reelection.
- (8) If the council has less than 7 members, the other members of council, by majority vote, may appoint council members to fill the vacancies for the remainder of the term.

Removing council member

- 11 (1) The strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the strata corporation may hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

Replacing council member

- 12 (1) If a council member resigns or is unwilling or unable to act, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (4) If all the members of the council resign or are unwilling or unable to act, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the *Act*, the regulations and the bylaws respecting the calling and holding of meetings.

Officers

- 13 (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president and a vice president.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
- (a) while the president is absent or is unwilling or unable to act, or
- (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act, the council members may appoint a replacement officer from among themselves for the remainder of the term

Calling council meetings

- 14 (1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.

- (2) The notice does not have to be in writing.
- (3) A council meeting may be held on less than one week's notice if
 - (a) all council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.
- (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

Requisition of council hearing

- 15 (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- (2) If a hearing is requested under bylaw 15(1), the council must hold a meeting to hear the applicant within one month of the request.
- (3) If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the hearing.

Quorum of council

- 16 (1) A quorum of the council is
 - (a) 1, if the council consists of one member,
 - (b) 2, if the council consists of 2, 3 or 4 members,
 - (c) 3, if the council consists of 5 or 6 members, and
 - (d) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

Council meetings

- 17 (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.

- (3) Council members, except for previously approved presentations and hearings, are the only persons permitted to attend strata council meetings.
- (4) Despite bylaw 17(3), no observers may attend those portions of council meetings that deal with any of the following:
 - (a) bylaw contravention hearings under section 135 of the Act;
 - (b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with council's ability to function.

Voting at council meetings

- 18 (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

Council to inform owners of minutes

- 19 (1) The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of council's powers and duties

- 20 (1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (2) Council may delegate its spending powers or duties, but only by a resolution that
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
 - (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The council may not delegate its powers to determine, based on the facts of a particular case,

- (a) whether a person has contravened a bylaw or rule,
- (b) whether a person should be fined, and the amount of the fine, or
- (c) whether a person should be denied access to a recreational facility.

Spending restrictions

- 21 (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaw.

Limitation on liability of council member

- 22 (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- (2) Bylaw 22 (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 – Enforcement of Bylaws and Rules

Fines

- 23 (1) Unless specified otherwise in these bylaws, the strata corporation may fine an owner or tenant:
- (a) \$200.00 for each contravention of a bylaw, and
 - (b) \$50.00 for each contravention of a rule.

Continuing contravention

- 24 (1) If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

Division 5 – Annual and Special General Meetings

Quorum

- 25 (1) If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of twenty minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.

This bylaw 25(1) is an alternative to section 48(3) of the *Act*. This bylaw does not apply to a meeting demanded pursuant to section 43 of the *Act*. Failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, that meeting.

Person to chair meeting

- 26 (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

Participation by other than eligible voters

- 27 (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Tenants who are not eligible to vote must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting

- 28 (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- (6) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.
- (7) An owner will not be entitled to vote at a general meeting except on matters requiring a unanimous vote if there are any unpaid strata fees.

Order of business

- 29 (1) The order of business at annual and special general meetings is as follows:

- (a) certify proxies and corporate representatives and issue voting cards;
- (b) determine that there is a quorum;
- (c) elect a person to chair the meeting, if necessary;
- (d) present to the meeting proof of notice of meeting or waiver of notice;
- (e) approve the agenda;
- (f) approve minutes from the last annual or special general meeting;
- (g) deal with unfinished business;
- (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (i) ratify any new rules made by the strata corporation under section 125 of the *Act*;
- (j) report on insurance coverage in accordance with section 154 of the *Act*, if the meeting is an annual general meeting;
- (k) approve the budget for the coming year in accordance with section 103 of the *Act*, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the *Act*;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Division 6 – Moving

Moving in/out procedures

- 30 (1) An owner, tenant or occupant must conform to the Move In and Move Out rules and elevator booking procedures established by council from time to time.
- (2) An owner, tenant or occupant must obtain confirmation from the Strata Corporation of their proposed moving arrangements at least 48 hours before their moving date.
- (3) An owner, tenant or occupant using the elevator during a move must ensure that the **ELEVATOR SERVICE KEY** is used to control the elevator and the doors are not jammed open in any manner.
- (4) An owner, tenant or occupant must ensure that the lobby doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.

- (5) Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the then current bylaws and rules of the strata corporation and a Notice of Tenant's Responsibilities in Form K.
- (6) At least forty-eight hours prior to the date of any **MOVE IN**, an owner, tenant or occupant must pay to the strata corporation a non-refundable move-in fee of \$200.00.
- (7) At least forty-eight hours prior to the date of any **MOVE IN OR MOVE OUT**, an owner, tenant or occupant must pay to the Strata Corporation a non-refundable security and elevator booking fee of \$100.00. This fee will go towards security to monitor the front door during moves, as well as ensuring the elevator is properly prepared (elevator locked out, padding installed on walls and flooring) prior to the move.
- (8) At least forty-eight hours prior to any **MOVE IN OR MOVE OUT**, an owner, tenant or occupant must pay a refundable damage/security deposit in the amount of \$250.00 (the "Deposit").
- (9) The strata corporation will arrange for security to be present during all moves and to properly prepare the elevator prior to all moves; additional fees will apply in accordance with the elevator booking procedures.
- (10) The strata corporation will deduct from the Deposit any expenses that are likely to be incurred by it to repair or replace any part of the common property damaged as a result of a move in or move out.
- (11) The delivery of new/used furniture to a residential strata lot and the immediate removal of similar used, old or otherwise unusable furniture from a residential strata lot shall constitute a "move" for the purposes of this bylaw 30, subsections (1) to (4) inclusive but excluding subsections (5) to (10) inclusive. The application of this Bylaw is to the delivery of a new replacement fridge, TV, mattress or similar furniture item where an old one is immediately removed.
- (12) An owner, tenant or occupant contravening any of bylaws 30(1) to 30(11) (inclusive) shall be subject to a fine of \$200.00. An Owner, tenant or occupant contravening any rules and related procedures will be subject to fine of \$50.00.

Division 7 – Motor Vehicles and Parking

Motor vehicles and parking

- 31 (1) An owner, tenant or occupant must use only the parking space which has been specifically assigned to the strata lot for one vehicle and/or a motorcycle. A motorcycle must be parked in front or behind an automobile without any part of the motorcycle or automobile protruding outside the parking space.
- (2) An owner, tenant or occupant **MUST** not rent, lease, licence, assign or share the use of a parking space in the secured parking garage except to another owner, tenant or occupant in the strata corporation.

- (3) An owner, tenant or occupant shall be parked on limited common property in designated and assigned parking spaces only; no motor homes, trailers, boats or equipment of any kind shall be parked on the common property.
- (4) Motor vehicles found in unauthorized areas will be removed immediately, without notice, at the vehicle owner's sole expense.
- (5) Parking will not be permitted under any circumstances on interior roadways or in driveways. Any motor vehicle found parked in a prohibited area will be removed, without notice, at the vehicle owner's sole expense.
- (6) No motor vehicles shall be parked in a manner that will reduce the width of the garage, roadway, neighbour's parking spaces, stairwells and/or walkways. Motor vehicles found parked in this manner shall, without notice, be removed at the vehicle owner's sole expense.
- (7) Parking spaces are not to be used for storage of any kind. The strata corporation will remove any items stored in an owner's parking space and any costs incurred in doing so shall be assessed to the strata lot.
- (8) An owner, tenant, occupant or visitor must not carry out repairs to motor vehicles on common property, including parking stalls.
- (9) Oil leaks and exhaust pollution stains are the responsibility of the owner and must be cleaned up by the owner. Owners of motor vehicles causing oil staining shall at the strata corporation's notification, clean up all drippings, or on failure to do so within seven (7) days' notice, the strata corporation will have the stain cleaned up and a minimum clean up charge of \$50.00 will be assessed to the strata lot.
- (10) Only motorized, currently licensed and/or insured and operational motor vehicles shall be parked on the strata corporation property. Motor vehicles not bearing current license plates must provide a copy of valid storage insurance (for a minimum of \$1,000,000.00 liability) or the vehicle will be towed away at the vehicle owner's sole expense, immediately without notice.
- (11) An owner, tenant or occupant who finds an unauthorized vehicle parked in his assigned parking space must contact the building manager or a member of council to contact a towing company to have the vehicle removed at the vehicle owner's sole expense.
- (12) The speed limit on common property is 15 kilometres per hour.
- (13) No honking or other noise, which is a nuisance, will be made by any vehicle on common property, unless it is made in an attempt to avoid an accident. Owners of vehicles with car alarms are asked to ensure that the alarms are not overly sensitive to passing motor vehicles.
- (14) An owner, tenant and occupant shall only wash motor vehicles in a designated car wash area.

- (15) Driving lanes, driveways and fire lanes must not be obstructed at any time.
- (16) Any vehicle in contravention bylaws 31(1) or 31(15) may be towed away immediately at the vehicle owner's sole expense.
- (17) No cardboard, drip pan, or kitty litter is allowed to be used in any of the parking spaces.

Division 8 – Visitor Parking

Visitor parking

- 32 (1) An owner, tenant, occupant or visitor must comply with all visitor parking rules established from time to time.
- (2) Visitor parking is on a first come, first served basis.
- (3) Parking permits issued by the strata corporation must be placed on the dashboard of the visiting motor vehicle with the pass number visible from the exterior of the vehicle.
- (4) A maximum of one visitor parking permit will be issued to each strata lot. Parking permits remain the property of the strata corporation.
- (5) Lost or stolen permits must be reported immediately to the building manager. A charge of \$75.00 per parking permit will be levied for a replacement of the lost or stolen parking permit. If more than one vehicle is found in visitor stalls with parking permits bearing the same strata lot number, each such vehicle will be towed.
- (6) The visitor parking spaces are intended for the exclusive use of visitors or by tradespeople providing a service to an owner, tenant or occupant or the strata corporation. Any other use contravenes this bylaw.
- (7) Visitors must not park a motor home, trailer, tractor, boat or equipment of any kind in a visitor parking space.
- (8) Visitor's pets must not be left in vehicles at any time and must be leashed at all times while on common property.
- (9) An owner, tenant or occupant must not park in visitor parking stalls for any reason at any time.
- (10) Visitor parking shall be limited to a maximum duration of 48 hours, unless prior approval is arranged with the building manager. Under no circumstances may a motor vehicle make use of visitor parking for more than three (3) consecutive days in one week without an extended visitor parking pass. No motor vehicle may use visitor parking for more than seven (7) days per month.

- (11) An extended visitor parking pass may be obtained from the building manager on a space available basis. Extended visitor's parking passes are provided at the sole discretion of council. The strata lot's parking permit must be displayed in addition to the extended parking permit at all times.
- (12) Vehicles not permitted in visitor's parking will be towed at the owner's expense.

Division 9 – Building Security

Security

- 33 (1) An owner, tenant or occupant must not leave open or unlocked any outside entrance or exterior fire exit door.
- (2) An owner, tenant, occupant or visitor must not allow strangers to enter the building at anytime. Do not allow unidentified persons to follow you through the door when entering. If a person will not identify themselves or show their key fob, notify the building manager immediately.
- (3) An owner, tenant or occupant must report to the building manager, property management company or the police any suspicious person(s) in or around the building.
- (4) All keys to locks on the common property will be made and issued only with the authority of council.
- (5) Additional access devices may be obtained by an owner or tenant. These devices will be issued by the building manager at a cost to be determined by council from time to time.
- (6) All access devices lost or stolen shall be reported to the building manager immediately.
- (7) No soliciting will be permitted on common property under any circumstances.

Division 10 – Hazards and Insurance

Hazards and insurance

- 34 (1) Alcohol is not permitted in any common areas, except as permitted under the bylaws and rules.
- (2) [Intentionally left blank.]
- (3) All freshly cut and "live" Christmas trees are prohibited in the building.
- (4) Owners, tenants, occupants and visitors must not cause a hazard to another person or to the building including, interfering with proper closure of fire doors, adjusting door closers, blocking doors open, blocking hallways, landings or stairways with boxes, rubbish or bicycles.

- (5) No one shall be allowed to play, skateboard, or rollerblade in the underground parking areas, or any other common areas at any time.
- (6) Owners, tenants and occupants must not permit explosive, combustible, flammable or offensive materials to be stored within their strata lot or on common property. A small supply of fuel normally used for gas barbecues and outdoor heaters may be stored on the balcony.
- (7) Nothing shall be allowed to fall from a window or balcony of a strata lot. Cigarettes, matches, bottles, cans or any other item dropped or thrown from a strata lot will result in a \$200 fine.
- (8) *For the purposes of this bylaw 34(8), the following definitions apply:*
 - (a) ***“smoke” or “smoking”** includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances;*
 - (b) ***“vape” or “vaping”** includes inhaling, exhaling, vapourizing or carrying or using an activated e cigarette.*

An owner, tenant, occupant or visitor must smoke or vape only in a strata lot.

Division 11 – Sale of Strata Lots

Sale of strata lots

- 35 (1) Real estate signs must not be displayed in a strata lot or on the common property except in the location designated by the strata corporation for real estate signs.
- (2) An owner or occupant must not install or permit to be used a lock box to contain access devices to the building.
- (3) An owner, tenant, occupant or visitor must not leave open or unlocked any entrance door to the building for the purpose of "open house" selling.
- (4) Owners who assign the lease for a parking stall or storage other than at time of purchase must provide the lease assignment to the strata corporation.

Division 12 – Bicycles, Rollerblades, Rollerskates and Skateboards

Bicycles, rollerblades, rollerskates and skateboards

- 36 (1) Bicycles shall be kept in designated bicycle storage areas only.
- (2) Bicycles are not permitted at anytime inside common areas, in particular the lobby, except in bicycle storage rooms. Access to bicycle storage rooms must be through the parking garage entrance. Bicycles are not permitted access through the lobby.
- (3) Bicycles found on common area property outside of the designated bicycle storage rooms will be removed and impounded.

- (4) Skateboarding, rollerblading or rollerskating is not permitted on any common areas.
- (5) Should a higher security bicycle storage facility become available, the fee set out in the rules will apply.
- (6) The strata corporation assumes no responsibility for bicycles stored in any of the designated bicycle storage rooms.

Division 13 – Storage/Storage Lockers

Storage/storage lockers

- 37 (1) No part of the common property except areas so designated by the strata corporation will be used for storage without the prior, written consent of council.
- (2) The strata corporation assumes no responsibility for the contents stored in lockers.

Division 14 – Barbecues

Barbecues

- 38 (1) Only standard domestic grade propane or electric barbecues are permitted.
- (2) All propane tank valves are to be in the “off” position when not in use, including when being carried through the common property.
- (3) Barbecuing is permitted only on the balconies and patios of each strata lot, provided it is conducted in safe manner and does not create a nuisance to others.
- (4) Barbecues must be maintained in an orderly appearance and can only be stored on a balcony.
- (5) Barbecues must be kept clean to reduce smoke and odours disturbing others.

Division 15 – Severability

Miscellaneous

Privacy and Security

- 39 (1) The Strata Corporation may collect, from time to time, certain personal information, (“PI”) of owners, tenants and occupants including but not limited to:
 - (a) the name, home address, and home telephone and/or cell phone numbers of owners, tenants and occupants;
 - (b) e-mail addresses;
 - (c) banking information, in the case of owners, for payment of strata fees;

- (d) video images and voice recordings obtained during the use and operation of the video surveillance system (the "VSS") installed in the building by the owner developer and subsequently by Strata Corporation and placed in the following locations, with signage noting the operation and monitoring by the VSS, and operational 24 hours a day, 7 days a week:
 - (i) intercom
 - (ii) lobby facing elevators
 - (iii) lobby by west staircase across from mail boxes
 - (iv) lobby by west staircase across from mail boxes
 - (v) hallway leading to garage
 - (vi) garbage room
 - (vii) billiard room
 - (viii) inside main gate facing lane
 - (ix) resident gate facing gate
 - (e) information and data obtained during the use and operation of the access control/access monitoring system (the "ACAMS") installed in the building by the owner developer which monitors, on a 24 hours a day, 7 days a week basis, access to and from the common areas of the building.
- (2) PI collected will not be disclosed to any person, other than to elected members of the strata council during the course of exercising the powers and performing the duties of the Strata Corporation, the Strata Corporation's strata manager, contracted building manager, or law enforcement personnel except:
- (a) when required or authorized by law to do so;
 - (b) when disclosure is consented to in writing by an owner, tenant or occupant, as the case may be;
 - (c) to up-date banking or financial records;
 - (d) when required to collect outstanding strata fees;
 - (e) during the course of a criminal investigation involving vandalism to or theft of common property or common assets of the Strata Corporation, vandalism to or theft of personal belongings of owners, tenants, occupants, visitors and invitees, or the physical assault of an owner, tenant, occupant, visitor or invitee.
- (3) The strata corporation will take all reasonable precautions to ensure PI is kept safe from loss, unauthorized access, modification or disclosure.

- (4) This bylaw authorizes the use and collection of PI through the use of the VSS and the ACAMS for the following purposes only:
 - (a) to monitor access to and from the common property areas of the building;
 - (b) to protect personal property of owners, tenants, occupants, visitors and invitees to the building;
 - (c) to protect common property and common assets of the Strata Corporation;
 - (d) to protect the personal security of owners, tenants, occupants, visitors and invitees to the building.
- (5) PI collected from the use and operation of the VSS and the ACAMS will be retained by way of electronic data storage for up to 30 days on the Strata Corporation's computer data storage system at which time the PI will be permanently deleted from the computer hard drive for the VSS and the ACAMS.
- (6) Requests for access to view a specific individual's PI, including access to view those portions of the VSS and ACAMS that contain PI for the individual requesting access, must be made in writing and delivered to the Strata Corporation's strata manager. Access to the specific individual's PI will be made available in the presence of an elected member of the strata council or the Strata Corporation's strata manager, within 14 days from the date of the request. Copies of PI will be provided and a reasonable fee will be charged for the copies of the PI.