

1. Contact

West Coast Property Management Ltd.
208-8333 Eastlake Drive
Burnaby BC V5A 4W2
(604) 914-2135

2. Identification of Attached Strata Property Act Form or Other Supporting Document

Application Type

LTO Document Reference

Form-I Amendment to Bylaws

3. Description of Land

PID/Plan Number

Legal Description

BCS2959

THE OWNERS STRATA PLAN BCS2959

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.43(3) and that the supporting document is in your possession.

Garry Gracey
H6WP19

Digitally signed by
Garry Gracey H6WP19
Date: 2022-04-22
12:31:01 -07:00

Strata Property Act

Form I

[am. B.C. Reg. 312/2009, s. 7.]

Amendment to Bylaws

(Section 128)

The Owners, Strata Plan **BCS2959** certify that the following or attached amendments to the bylaws of the Strata Corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an Annual or Special General Meeting held on **March 30, 2022** :

See attached



.....
Signature of Council Member



.....
Signature of Second Council Member (not required if council consists of only one member)

* Section 128 (2) of the Act provides that an Amendment to Bylaws must be filed in the land title office.

Bylaw Amendments Approved as at AGM held March 30, 2022

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN BCS2959 in attendance by person or proxy, the Strata Corporation approve the addition of Bylaw # 8 (7) as follows:

8 (7) With the prior approval of the strata council, owners are able to install black, retractable door screens. The door screens must be “Wizard Retractableview” screens or a similar product that is approved by the strata council.

Bylaws of The Owners, Strata Plan BCS2959

("The Works")

Division 1 -- Duties of Owners, Tenants, Occupants and Visitors	3
1 Payment of Strata Fees	3
2 Repair and maintenance of property by owner	3
3 Use of property.....	3
4 Rental restriction	7
5 Inform strata corporation.....	9
6 Obtain approval before altering a strata lot.....	9
7 Obtain approval before altering common property	10
8 Alterations	10
9 Owner insurance and indemnity for damage to common property and strata lots	12
10 Permit entry to strata lot.....	13
Division 2 -- Powers and Duties of Strata Corporation	13
11 Repair and maintenance of property by strata corporation	13
12 Dispute resolution and collection of strata property fees and special levies	14
13 No harassment.....	15
14 Privacy	15
Division 3 -- Council.....	16
15 Council size	16
16 Council members' terms	16
17 Removing council member	16
18 Replacing council member	17
19 Officers	17
20 Calling council meetings.....	18
21 Quorum of council	18
22 Council meetings.....	18
23 Voting at council meetings	19
24 Council to inform owners of minutes.....	19
25 Delegation of council's powers and duties.....	19
26 Spending restrictions	20
27 Limitation on liability of council member	20
Division 4 -- Enforcement of Bylaws and Rules	21
28 Fines.....	21
29 Continuing contravention.....	21
Division 5 -- Annual and Special General Meetings	22
30 Quorum	22
31 Person to chair meeting	22
32 Participation by other than eligible voters	22

33 Voting.....23

34 Order of business23

Division 6 -- Voluntary Dispute Resolution 24

35 Voluntary dispute resolution24

Division 7 – Miscellaneous 25

36 Moving25

37 Vehicles and parking.....25

38 Building security.....27

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

1 *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.

1 (2) No person may stand for council or continue to be on council with respect to a strata lot and the vote for a strata lot may not be exercised, except on matters requiring a unanimous or 80% vote, if the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the *Strata Property Act* (the "Act").

1 (3) Where an owner fails to pay strata fees or a special levy on the due date, the strata corporation may fine an owner for contravention of these bylaws and, at its sole discretion, apply an interest charge of 10% per annum compounded annually on any unpaid strata fees and on any unpaid special levies.

1 (4) An owner who fails to pay strata fees or special levies by the due date shall compensate and indemnify the strata corporation for any legal and administrative expenses of filing a lien on the owner's strata lot, including legal costs on a solicitor and own client basis, incurred or expended by the strata corporation to enforce the lien through a forced sale proceeding under s. 117 of the Act.

2 *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 (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.

2 (3) Notwithstanding the generality of subsections (1) and (2), an owner is responsible to repair and maintain any alterations to the strata lot or to limited common property made by the owner.

3 *Use of property*

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, smell, vibration or glare,
- (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, or
- (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.

3 (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 (3) An owner, tenant or occupant 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 in a tank not to exceed 25 gallons;
- (b) a reasonable number of small caged mammals;
- (c) up to 2 caged birds;
- (d) up to 2 dogs or 2 cats, or 1 dog and 1 cat.

3 (4) Despite subsection (3), an owner, tenant, occupant or visitor must not have more than two of items (a) through (d) above, or keep any pet in a strata lot that is prohibited in British Columbia under the *Wildlife Act* and *Controlled Alien Species Regulation*.

3 (5) An owner, tenant, occupant or visitor must keep any pet in a carrier or on a leash not exceeding 6 feet in length while the pet is on common property, must ensure that the pet is kept under reasonable control, and must not permit the pet to:

- (a) damage any common property or interfere with the use and enjoyment of the common property and common assets by other owners, tenants and occupants;
- (b) urinate or defecate on common property or land that is a common asset;
- (c) display any aggressive behaviour.

3 (6) An owner, tenant or occupant must not (without the written permission of the strata corporation):

- (a) place flags, signs, billboards, placards, notices or advertising matter of any kind on or in a strata lot that is visible from outside the strata lot or on common property or land that is a common asset, with the exception of "For Sale" signs which may be placed in the location designated by council for such signs;
- (b) install or hang or apply anything to or on a window that is visible from the exterior of a strata lot, other than window coverings that are white and kept in good repair;
- (c) hang or display any laundry, washing, clothing, bedding or other articles in a strata lot that is visible from outside the strata lot or on common property or land that is a common asset;
- (d) install or affix anything to the exterior of the building, including shade screens, awnings, window guards, smoke stacks, mail boxes, plant hangers, bicycle racks, hose racks, satellite dishes, radio antennae, supplementary heating or air conditioning units;
- (e) attach any decorations or lights in a manner that causes damage to the exterior of the strata lot or to limited common property or common property;
- (f) obstruct or use the sidewalks, walkways, passages and driveways of the common property or land that is a common asset for any purpose other than ingress or egress from the strata lots or parking areas;
- (g) store any items on common property or any limited common property other than in storage lockers or any other place designated by the council from time to time for the storage of items;
- (h) keep or store anything on any deck, balcony or patio except for patio furniture and accessories, a barbeque, and self-contained, free-standing planters;
- (i) store any hazardous or combustible material in a strata lot other than fuel used in outdoor gas or propane barbeques, and such fuel must only be stored outside on the owner's limited common property deck, balcony, or patio;
- (j) use a fire pit or any cooking device on any deck, balcony or patio other than a natural gas, propane or electric barbecue, which must be used in a safe manner that does not pose a hazard or nuisance to other residents;
- (k) throw or discard anything from any window, deck, balcony or patio, including cigarette butts, or shake any rugs, carpets, mops or dusters of any kind from any part of a strata lot or common property;

(l) keep or store anything in a strata lot or on common property (including limited common property) that will increase the risk of damage or fire or the rate of insurance on the strata corporation;

(m) use a strata lot for commercial or professional purposes, except as a home office;

(n) use the strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 11:00 p.m. and 7:30 a.m., or that encourages loitering by persons in or about the strata lot or common property;

(o) enter any part of the common property or land that is common asset to which access is restricted, including but not limited to the roof, electrical rooms and mechanical rooms;

(p) smoke or permit smoking of any kind on any common property, limited common property or land that is a common asset, or within 6 meters of any common area building door, open window or air intake. For the purpose of this bylaw, "smoke" or "smoking" means using, inhaling, exhaling, burning or carrying of a lighted cigarette, joint, e-cigarette, vapor pen or similar vaporizing device, cigar, pipe, hookah, bong or other smoking equipment that burns or vaporizes tobacco, nicotine, or marijuana/cannabis including oils, resins or other derivatives;

(q) use or permit any part of a strata lot, limited common property, common property, or land that is a common asset as a site for cultivating, growing, manufacturing, packaging, processing, dispensing, selling or distributing marijuana or cannabis, marijuana/cannabis derived products, related products and accessories, and/or any controlled substances (whether licensed or otherwise);

(r) feed birds or any animal other than a pet from within a strata lot or on common property or limited common property, and must only feed a pet within a strata lot;

(s) remove or cause damage to any trees, plants, bushes, flowers, lawns or other vegetation on common property and land that is a common asset, and without limiting the foregoing, must not place chairs, tables or other objects on the lawns and grounds so as to damage, prevent growth, or interfere with the maintenance of the common property;

(u) deposit garbage or recycling anywhere other than in the designated containers or receptacles provided by the strata corporation for that purpose; or

(v) deposit materials that are not accepted by the municipal waste management or recycling system ("Unauthorized Waste") in the strata corporation's garbage and recycling containers.

3 (7) Owners and tenants are responsible for disposing of Unauthorized Waste at their own expense. Owners who deposit Unauthorized Waste in the strata corporation's garbage or recycling containers will have the strata corporation's cost of disposing of the Unauthorized Waste and any fines paid by the strata corporation charged back to their account.

3 (8) An owner, tenant or occupant must not use or permit the use of all or part of a strata lot as short-term accommodation for a period of less than 30 consecutive days, by anyone who, directly or indirectly, pays or gives the owner, tenant or occupant any fee, compensation or other remuneration. Without restricting the generality of the foregoing, an owner, tenant or occupant must not:

(a) enter into a license for the use of all or part of a strata lot;

(b) permit any strata lot or part thereof to be used or occupied as vacation, travel or temporary accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time; or

(c) directly or indirectly advertise, market, promote or license for use any strata lot or part thereof as vacation, travel or temporary accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time.

3 (9) An owner, tenant or occupant who uses a strata lot as short-term accommodation in contravention of subsection (8) of this bylaw may be subject to a fine of up to \$1,000 per day, at the discretion of the strata council.

4 *Rental restriction*

4 (1) Pursuant to s. 141 of the Act and subject to any exemptions provided under the Act, the number of strata lots within the strata corporation that may be rented at any one time is limited to 13 strata lots.

4 (2) An owner wishing to rent out a strata lot (including a change of tenants) must apply in writing for permission to rent within the prescribed rental limit before entering into a tenancy agreement. The application must be submitted in writing to the strata corporation c/o the strata agent or property manager (or, if the strata corporation is self-managed, c/o of the strata council president).

4 (3) If, at the time an owner applies for permission to rent out a strata lot, the number of strata lots leased has reached the limit stated in subsection (1) excluding exempt strata lots pursuant to sections 142, 143 and 144 of the Act then the strata council must refuse permission and notify the owner of the same in writing as soon as possible and place the owner of the strata lot on a waiting list to be administered by the strata corporation's strata agent or property manager or, if the strata corporation is self-managed, by the strata council president (the "Rental Waiting List"). Owners

will be on the Rental Waiting List in chronological order based upon the date and time that the request for permission to rent was received.

4 (4) If the limit stated in subsection (1) has not been reached at the time the owner applies for permission to rent a strata lot, excluding exempt strata lots pursuant to sections 142, 143 and 144 of the Act, then the strata corporation shall grant permission to rent and notify the owner of the same in writing as soon as possible.

4 (5) An owner receiving permission to rent a strata lot must exercise the permission to rent their strata lot within 90 days from the date that the strata council granted the permission, otherwise the permission expires and the owner will be removed from the Rental Waiting List. During the 90 days immediately following the granting of permission to rent, the strata lot shall be deemed rented for the purposes of the limit stated in subsection (1).

4 (6) Before renting to a prospective tenant, an owner must comply with s. 146 of the Act by giving the prospective tenant:

(a) the current bylaws and rules of the strata corporation (copies of the current bylaws and rules may be obtained from the strata corporation for the fees prescribed under the Act and the Regulations); and

(b) a Notice of Tenant's responsibilities in Form K.

4 (7) Within two weeks of renting a strata lot, the landlord must:

(a) give the strata corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant; and

(b) pay the strata corporation any moving fee established under strata corporation's by-laws or rules as amended from time to time.

4 (8) An owner who rents a strata lot in contravention of subsections (6) and (7) and fails to provide the strata corporation with a Form K signed by the tenant, or fails to pay the moving fee to the strata corporation, may be subject to a fine of \$200 for each 7 day period that the strata lot is rented until the prescribed documents have been provided to the tenant and/or the strata corporation.

4 (9) An owner who rents a strata lot in contravention of this bylaw (other than subsections (6) and (7)) may be subject to a fine at the discretion of the strata council in an amount not to exceed \$500.00 for each 7 day period that the strata lot is rented in contravention of this bylaw.

4 (10) The strata corporation shall take all necessary steps to terminate a lease or tenancy that contravenes this bylaw including, but not limited to, seeking a declaration or court injunction to enforce the bylaw. Any legal costs or expenses incurred by the strata corporation in enforcing any part this bylaw shall be the responsibility of the contravening owner and shall be recoverable from the owner on a solicitor and own client basis by the strata corporation.

4 (11) The owner of the strata lot is responsible for payment of the fee described in subsection (7)(b) of this bylaw.

5 *Inform strata corporation*

5 (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number, phone number, email address and mailing address outside the strata plan, if any.

5 (2) On request by the strata corporation, a tenant must inform the strata corporation of their name, phone number, and email address.

6 *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) 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;
- (h) any wiring, piping, plumbing, ducting, or fire safety equipment located within a strata lot.

6 (2) The strata corporation may require as a condition of its written 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, its employees and agents for any future costs in connection with the alteration.

7 Obtain approval before altering common property

7 (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.

7 (2) The strata corporation 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, its employees and agents for any future costs in connection with the alteration.

8 Alterations

8 (1) An owner intending to apply to the strata corporation for permission to alter a strata lot or the common property may be required to submit, in writing:

- (a) a detailed written description of the intended alteration,
- (b) a detailed plan showing the proposed location of the construction of the alteration and nature of the change, including details of the proposed materials and dimensions,
- (c) name(s) of the qualified/licensed contractor or consultants who will design, construct and inspect the alterations,
- (d) proof of valid liability insurance for the qualified/licensed contractor or consultants who will design, construct and inspect the alterations,
- (e) an indemnity to cover any damage to common property or other strata lots as a result of the alterations,
- (f) all applicable permits, licences and approvals from the appropriate governmental authorities;
- (g) a signed assumption of liability agreement if required by the strata council under bylaws 6(2) or 7(2), and

(h) such further and other documents or information which the strata council may reasonably require.

8 (2) An owner of a strata lot undergoing alterations must ensure that:

(a) alterations comply with all applicable municipal and provincial bylaws and codes;

(b) alterations that are noisy and likely to disturb neighbours are only conducted between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday, and 10:00 a.m. to 6:00 p.m. on Saturdays (none are permitted on Sundays or statutory holidays);

(c) any work involving jack hammering, chipping or grinding is limited to a maximum of 5 hours per day, Mondays to Fridays only;

(d) drop cloths are placed on any common property as necessary, and removed at the end of each day;

(e) common property hallways are cleaned and vacuumed as necessary to remove any construction dust and debris;

(f) building security is maintained by the owner or the owner's contractor at all times;

(g) all construction debris, materials and packaging are removed from the strata plan at the owner's expense, and are not deposited in the strata corporation's garbage and recycling disposal containers or anywhere else on the common property.

8 (3) Without limiting the generality of the foregoing, an owner, tenant or occupant must not install new flooring in a strata lot except with written approval from the strata corporation and in accordance with the following:

(a) the installation of ceramic tile, slate or similar flooring will not be permitted other than in a kitchen, bathroom or entryway of a strata lot;

(b) hardwood must be floating hardwood only;

(c) the installation of any hard surface flooring will require an acoustic underlay, the specifications of which will be determined by the strata council from time to time;

(d) proof of purchase showing the STC (sound transmission class) and IIC (impact insulating class) of the underlay used must be provided to the council;

(e) the removal of any tile flooring requires specific council approval.

8 (4) An owner must not install a gas fireplace in a strata lot without the prior written approval of the strata corporation. An owner who receives permission to install a gas fireplace must install and maintain a separate gas line and meter, exclusive to their strata lot, at the owner's sole expense, and allow the strata corporation access to the meter in order to take readings from it.

8 (5) Applications for permission to make alterations that involve penetration into a concrete floor or ceiling slab must be reviewed and approved in advance by the strata corporation's structural engineer, or by a structural engineer approved by the council. The council, acting on the advice of a structural engineer, may also require the owner to obtain a ground penetrating radar survey before commencing any work on the slab.

8 (6) An owner, tenant or occupant who alters common property or a strata lot without adhering strictly to these bylaws, must restore, at the owner's sole expense, the common property or a strata lot to its condition prior to the alteration. If the owner, tenant or occupant refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner. The cost of such restoration shall be added to and become part of 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.

9 *Owner insurance and indemnity for damage to common property and strata lots*

9 (1) 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 (the "Property").

9 (2) An owner shall indemnify and save harmless the strata corporation for any loss or damage to the Property for which the owner, or their occupants, tenants, visitors or invitees is responsible, or any loss or damage to the Property which is the result of any damage, event, occurrence or incident occurring or originating in the owner's strata lot.

9 (3) Without limiting the generality of the foregoing, the owner's obligation to indemnify and save harmless includes the expense of any investigation, remediation, maintenance, repair, replacement, or administration thereof, rendered necessary in respect of the Property, but only to the extent that such expense is not reimbursed from the proceeds received by the operation of any insurance policy. For clarity, any insurance deductible paid or payable by the strata corporation is considered an expense not reimbursed from the proceeds of insurance.

9 (4) Notwithstanding subsections (2) and (3) of this bylaw, the strata corporation must limit any insurance deductible or uninsured repair costs charged to the owner by the strata corporation

pursuant to this bylaw to \$100,000 or the amount of the owner's deductible cost insurance, whichever is greater. For clarity, this limit on any deductible or uninsured repair cost charged to the owner applies per occurrence and is not an aggregate limit.

10 Permit entry to strata lot

10 (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;

10 (2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

10 (3) An owner who fails to ensure that their strata lot is accessible for the strata corporation's annual fire safety system testing, or for any other scheduled repair or maintenance, will be responsible for any costs incurred by the strata corporation for scheduling a return visit.

Division 2 -- Powers and Duties of Strata Corporation

11 Repair and maintenance of property by strata corporation

11 (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;

(E) fences, railings and similar structures that enclose patios, balconies and yards;

(d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to

(i) the structure of a building,

(ii) the exterior of a building,

(iii) chimneys, stairs, balconies and other things attached to the exterior of a building,

(iv) doors, windows and skylights on the exterior of a building or that front on the common property, and

(v) fences, railings and similar structures that enclose patios, balconies and yards.

12 Dispute resolution and collection of strata property fees and special levies

12 (1) The strata corporation may proceed under the *Small Claims Act* or the *Civil Resolution Tribunal Act*, without further authorization of the owners, to:

(a) recover money owing to the strata corporation from an owner or other person, including money owing as a fine; or

(b) obtain any such relief as is available to it under the *Small Claims Act* or the *Civil Resolution Tribunal Act*.

(2) An action in Small Claims Court or before the Civil Resolution Tribunal must be authorized by a majority vote of the council.

(3) The council has full authority to settle all actions commenced in Small Claims Court or before the Civil Resolutions Tribunal and all actions commenced for the collection of outstanding strata property fees and special levies.

13 No harassment

13 (1) Every owner, tenant or occupant of a strata lot and every employee, contractor or agent of the strata corporation is entitled to use and enjoy the strata lots and common property (including limited common property) free from harassment or abuse of any kind, (whether in person, over the telephone or in writing) which includes but is not limited to:

(a) verbal abuse or threats of any kind,

(b) physical abuse which includes but is not limited to unwelcome touching or threats of unwelcome touching, or

(c) unwelcome remarks, jokes, slurs, or taunting about a person's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender or age.

13 (2) Upon being notified by another owner, tenant or occupant verbally or in writing (a "Notifying Person"), no owner, tenant or occupant may deliver any emails, notices, or any written communications of any kind to the strata lot of any Notifying Person, except for communication that is from the strata corporation or that is authorized to be delivered to a Notifying Person under the Act, the *Strata Property Regulation* or these bylaws.

14 Privacy

14 (1) In addition to personal information that is collected, used and disclosed by consent or as otherwise required by law, the strata corporation collects, uses, and discloses personal information from owners, occupants and tenants for the purpose of carrying out its duties and responsibilities under the Act. The personal information collected and used includes the following:

(a) banking or credit card information to allow pre-authorized payments ("PAP") to pay strata fees,

(b) information regarding pets in a suite,

- (c) personal information collected through the use of video surveillance equipment,
- (d) names and contact information of all persons living in a suite, and
- (e) information created by a computerized access key fob system.

14 (2) The council shall develop and implement a privacy policy setting out the procedures for collecting, using, verifying and disclosing personal information. An up-to-date copy of the privacy policy shall be provided to each owner or registered tenant upon request.

14 (3) The council shall designate a member of the strata council as the "Privacy Officer" for the strata corporation. The Privacy Officer will have the responsibility of ensuring that the strata corporation complies with the privacy policy as well as the *Personal Information Protection Act*.

Division 3 -- Council

15 Council size

15 (1) The council must have at least 3 and not more than 7 members.

16 Council members' terms

16 (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.

16 (2) A person whose term as council member is ending is eligible for reelection.

17 Removing council member

17 (1) Unless all the owners are on the council, 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.

17 (2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

18 Replacing council member

18 (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.

18 (2) A replacement council member may be appointed from any person eligible to sit on the council.

18 (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.

18 (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 20% 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.

19 Officers

19 (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, a vice president, a secretary and a treasurer.

19 (2) A person may hold more than one office at a time, other than the offices of president and vice president.

19 (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.

19 (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

20 *Calling council meetings*

20 (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.

20 (2) The notice does not have to be in writing.

20 (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.

20 (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

21 *Quorum of council*

21 (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.

21 (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

22 *Council meetings*

22 (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.

22 (2) If a council meeting is held by electronic means, council members are deemed to be present in person.

22 (3) Owners may attend council meetings as observers.

22 (4) Despite subsection (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 an individual's privacy.

23 *Voting at council meetings*

23 (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.

23 (2) If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.

23 (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

24 *Council to inform owners of minutes*

24 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.

25 *Delegation of council's powers and duties*

25 (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.

25 (2) The 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).

25 (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.

25 (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.

26 *Spending restrictions*

26 (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 bylaws.

26 (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

27 *Limitation on liability of council member*

27 (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.

27 (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

27 (3) The strata corporation must indemnify an owner for any claims made against the owner arising out of or in connection with the owner's role as a council member provided the council member has acted honestly and in good faith.

Division 4 -- Enforcement of Bylaws and Rules

28 Fines

28 (1) The strata corporation may fine an owner or tenant up to:

- (a) \$1,000 per day for the use of a strata lot as short-term accommodation;
- (b) \$500 for the contravention of a rental restriction;
- (c) \$200 for each contravention of a bylaw, and
- (d) \$50 for each contravention of a rule.

28 (2) An owner is liable for the contravention of the bylaws and rules by the owner or the owner's tenants, invitees, licensees or visitors and is liable for all costs or expenses incurred or expended by the strata corporation in correcting, remedying or curing such infractions or violations and the same shall be charged to that owner, and shall be payable on the first day of the next month following the infraction or violation.

28 (3) An owner shall be liable for and indemnify the strata corporation for any legal and administrative expenses, including legal costs on a solicitor and own client basis, incurred or expended by the strata corporation as a result of such infraction or violation or of its having to enforce these bylaws and rules, which include legal costs associated with any court or tribunal proceeding related to such enforcement.

29 Continuing contravention

29 If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, a fine may be imposed:

- (a) every 7 days, or
- (b) daily, in the case of a contravention of a short-term accommodation restriction bylaw.

Division 5 -- Annual and Special General Meetings

30 Quorum

30 (1) A quorum for a general meeting is 1/3 of the strata corporation's eligible voters, present in person or by authorized representative or by proxy.

30 (2) At any annual or special general meeting called by the strata corporation, if a quorum is not present at the appointed time or within 15 minutes thereafter, then the eligible voters who are present in person, by authorized representative or by proxy, shall constitute a quorum.

30 (3) Subsection (2) does not apply to general meetings called by voters pursuant to s. 43 of the Act.

31 Person to chair meeting

31 (1) Annual and special general meetings must be chaired by the president of the council.

31 (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.

31 (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.

32 Participation by other than eligible voters

32 (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.

32 (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.

32 (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

33 Voting

33 (1) At an annual or special general meeting, voting cards must be issued to eligible voters.

33 (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.

33 (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.

33 (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.

33 (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.

33 (6) Despite anything in this section, an election of council must be held by secret ballot, if the secret ballot is requested by an eligible voter.

34 Order of business

34 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 -- Voluntary Dispute Resolution

35 *Voluntary dispute resolution*

35 (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if

- (a) all the parties to the dispute consent, and
- (b) the dispute involves the Act, the regulations, the bylaws or the rules.

35 (2) A dispute resolution committee consists of

- (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
- (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

35 (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 7 – Miscellaneous

36 *Moving*

36 (1) An owner must ensure that all moves in or out of a strata lot by an owner, tenant or occupant conforms to the bylaws and rules established by the strata corporation from time to time.

36 (2) An owner, tenant or occupant must:

(a) move all furniture, appliances and personal effects in or out of a strata lot between the hours of 9:00 a.m. and 9:00 p.m.;

(b) provide the strata council or its authorized agent with a moving fee of \$50 and at least 2 days' notice prior to a move;

(c) not leave any exterior door unlocked or open unless the owner, tenant or occupant or a designated representative is present at the door to maintain security;

(d) not allow any furniture to pile up in common areas, and must ensure that all common areas are left free and clear upon completion of the move.

36 (3) Failure to notify the strata council or its authorized agent of a move-in in accordance with subsection (2)(b) above may result in the move being denied or having to be rescheduled.

36 (4) An owner, tenant or occupant must not cause damage to the common property while moving in or out of a strata lot.

36 (5) If the common property is damaged as a result of the moving in or moving out of a strata lot, the strata corporation may do what is reasonably necessary to repair such damage and may require the owner or tenant to pay the reasonable costs of remedying this bylaw contravention, including payment of reasonable legal costs as between a solicitor and client basis.

37 *Vehicles and parking*

37 (1) An owner, tenant, or occupant must not (without the written permission of the strata corporation):

(a) permit any oversized, commercial or recreational vehicles including, but not exhaustively, boats, trailers and campers, to enter or be parked or stored on common property, limited common property or land that is a common asset;

(b) keep or store unlicensed or uninsured vehicles on the common property, limited common property or on land that is a common asset, and must provide the strata corporation with a copy of a vehicle's storage insurance policy if applicable;

- (c) keep or store any vehicle that leaks or drips any fluid including gasoline onto common property or land that is a common asset, and any such fluid will be cleaned by the strata corporation at the owner's expense after 7 days' notice to the vehicle owner;
- (d) sell, lease or license parking stalls to any person other than another owner, tenant or occupant of the building;
- (e) park anywhere other than in parking assigned to the owner's strata lot, unless permission by another owner has been given;
- (f) use any parking stall for storage of any kind except of a vehicle or bicycle;
- (g) perform any major automotive maintenance or repairs on a vehicle in the parking area or elsewhere on common property;
- (h) permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes or no parking zones;
- (i) drive a vehicle in excess of the 10 kph maximum speed limit within the parking area.

37 (2) Any vehicle parked in violation of subsection (1) of this bylaw may be removed at the strata corporation's discretion and towed at the vehicle owner's expense.

37 (3) An owner may apply to the strata council for the exclusive or shared right to use common property parking stalls numbered 2 and 48 on the following basis:

- (a) the stalls are available on a first-come, first-served basis;
- (b) the owner must pay a monthly user fee of \$50 per month for the use of one rental parking stall, which is due on the first day of each calendar month;
- (c) failure to pay the user fee by the due date may result in a fine of \$25.00 for each contravention;
- (d) the strata council may rescind the owner's right to use the stall by giving at least 2 weeks' notice.

37 (4) An owner may apply to the strata council for the exclusive or shared right to the installation of a metered electric vehicle charging station at their assigned parking stall(s). The owner will be responsible for all costs related to the installation. A monthly fee, based on the meter reading at the station, will be charged to the parking stall assignee.

37 (5) An owner, tenant or occupant who wishes to use a regular (110V) electrical outlet for charging a vehicle must obtain the prior written permission of council and pay a monthly fee of \$25.00

for electricity consumption.

38 Building security

38 (1) An owner, tenant, occupant or visitor must not leave open or unlocked any outside entrance or fire exit doors, and must ensure all entrance doors are closed firmly behind them, including the garage door.

38 (2) An owner, tenant or occupant must not admit any person into the building who is unknown to them. Persons delivering goods or other articles must be met at the front entrance of the building. Residents should report to the management company and/or the police any suspicious person(s) in or around the complex.

38 (3) All common area keys are common property and must not be copied without prior written council authorization. Additional/replacement keys and garage transmitters may be obtained by a registered owner or a tenant on record. The keys and garage transmitters will be issued by the management company under the authority of council at a cost to be determined from time to time by council.

38 (4) Any lost or stolen garage gate key fob or common area key must be reported to the management company and strata corporation immediately. The strata corporation charges the following fees for replacement common area key fobs and keys:

- (a) \$50 for a replacement garage gate key fob;
- (b) \$25 for a replacement parkade/storage room key;
- (c) \$5 for a replacement gate key.