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CA7644305

STRATA PROPERTY ACT FILING  
PROVINCE OF BRITISH COLUMBIA

PAGE 1 OF 3 PAGES

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    - this electronic application, and
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  - the supporting document is identified in the imaged copy of it attached to this electronic application;
  - the original of the supporting document is in your possession; and
  - the material facts of the supporting document are set out in the imaged copy of it attached to this electronic application.

**Garry Gracey**  
**HX5N61**

c=CA, cn=Garry Gracey  
HX5N61, o=Notary,  
ou=Verify ID at  
www.juricert.com/  
LKUP.cfm?id=HX5N61

Each term used in the representation and declaration set out above is to be given the meaning ascribed to it in Part 10.1 of the *Land Title Act*.

## 1. CONTACT: (Name, address, phone number)

**Harbourside Property Management Ltd.**

**#204-15957 84th Ave.**

**(778) 590-5500**

**Surrey**

**BC V4N 0W7**

**Document Fees: \$29.66**

Deduct LTSA Fees? Yes

## 2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

**Form-I Amendement to Bylaws**

LTO Document Reference:

## 3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

**NO PID NMBR THE OWNERS, STRATA PLAN BCS4490**

Related Plan Number: **BCS4490**

***Strata Property Act***  
**Form I**  
**AMENDMENT TO BYLAWS**  
*(Section 128)*

The Owners, Strata Plan BCS4490, certify that the following or attached amendments to the bylaws of the strata corporation were approved by Resolutions passed in accordance with section 128 of the *Strata Property Act* at an Annual General Meeting held on August 15, 2018.

**Special Resolution #4 – Amend Use of Property Bylaw to add 3.4**

As shown on the next (attached) page.

**Special Resolution #5 – Amend Use of Property Bylaw to add 3.5 - Smoking**

As shown on the next (attached) page.

  
\_\_\_\_\_  
Signature of Council Member

ADAM BELL  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Signature of Second Council Member

Craig Harrison,  
\_\_\_\_\_  
Print Name

---

**3/4 VOTE RESOLUTION #4**

**OF THE OWNERS, STRATA PLAN BCS4490  
TO ADD USE OF PROPERTY BYLAW  
(Section 128(1) of the *Strata Property Act*)**

**BE IT RESOLVED** as a  $\frac{3}{4}$  vote of the Owners of Strata Plan BCS 4490 (the “Strata Corporation”) pursuant to section 128(1) of the *Strata Property Act*, that bylaw 3.4 be added under ‘Use of Property’ to state the following;

- 3.4 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, storing, marketing, selling or distribution of marijuana.

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**3/4 VOTE RESOLUTION #5**

**OF THE OWNERS, STRATA PLAN BCS 4490  
TO ADD USE OF PROPERTY BYLAW  
(Section 128(1) of the *Strata Property Act*)**

**BE IT RESOLVED** as a  $\frac{3}{4}$  vote of the Owners of Strata Plan BCS 4490 (the “Strata Corporation”) pursuant to section 128(1) of the *Strata Property Act*, that bylaw 3.5 be added under ‘Use of Property’ to state the following:

- 3.5 **Smoking:** Except where exempt pursuant to the *Human Rights Act*, a resident or visitor must not smoke or hold a lighted cigarette, cigar, pipe, or other substances:
- (a) in any manner which contravenes the *Tobacco Control Act* of British Columbia;
  - (b) on any part of the common property or land that is a common asset, including without limiting the generality of the foregoing, walkways, the clubhouse, balconies and patios;
  - (c) in any manner whatsoever that may:
    - (i) unreasonably interfere with the ability of any person to use and enjoy a strata lot, common property and land that is a common asset;
    - (ii) cause a nuisance to any person, including but not limited to nuisance from smoke or odours
    - (iii) constitute a fire hazard; or
    - (iv) constitute
    - (v) a health risk to any person, including but not limited to another resident or visitor.
-

- Your electronic signature is a representation by you that:
  - you are a subscriber; and
  - you have incorporated your electronic signature into
    - this electronic application, and
    - the imaged copy of each supporting document attached to this electronic application, and have done so in accordance with Sections 168.3 and 168.41(4) of the *Land Title Act*, RSBC 1996, C.250.
- Your electronic signature is a declaration by you under Section 168.41 of the *Land Title Act* in respect of each supporting document required in conjunction with this electronic application that:
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  - the material facts of the supporting document are set out in the imaged copy of it attached to this electronic application.

<b>Garry Gracey</b> <b>KD2L2C</b>	c=CA, cn=Garry Gracey KD2L2C, o=Notary, ou=Verify ID at www.juricert.com/ LKUP.cfm?id=KD2L2C

Each term used in the representation and declaration set out above is to be given the meaning ascribed to it in Part 10.1 of the *Land Title Act*.

1. CONTACT: (Name, address, phone number)

**Harbourside Property Management Ltd**

**#204 - 15957 84th Avenue**

**Allyson Bradsen BCS4490 Frm I**  
**778-590-5500**

**Surrey**

**BC V4N 0W7**

**Document Fees: \$0.00**

Deduct LTSA Fees? Yes

2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

**Form-I Amendment to Bylaws**

LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

**NO PID NMBR THE OWNERS STRATA PLAN BCS4490**

Related Plan Number: **BCS4490**

**Strata Property Act**  
**Form I**  
**AMENDMENT TO BYLAWS**  
*(Section 128)*

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The Owners, Strata Plan BCS4490, certify that the following or attached amendments to the bylaws of the strata corporation were approved by Resolutions passed in accordance with section 128 of the *Strata Property Act* at an Annual General Meeting held on June 25, 2015.

**RESOLUTION #3 – (3/4 Vote):**

**BE IT RESOLVED** by a 3/4 vote of the Owners of Strata Plan BCS 4490 present at this Annual General Meeting that they agree to amend Strata Bylaw 1 by adding the following bylaws:

**Payment of strata fees and special levies**

- 1.1 An owner must pay strata fees to the strata corporation on or before the first day of the month to which the strata fees relate. The strata fees will be made up of the fees owing to the strata corporation as set out in the approved budget.
  - 1.2 An owner must pay a special levy imposed by the strata corporation on the date or dates specified in the special levy resolution.
  - 1.3 If an owner is late in paying strata fees or a special levy, in addition to fines that may be imposed by the strata corporation, the owner must pay to the strata corporation interest on the late payment in the amount of 10% per annum compounded annually.
- 



Signature of Council Member



Signature of Second Council Member

Sachendra Nath

Print Name

AJITH PEETHAMBARAN

Print Name

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

CA3356143

*Strata Property Act*

**FORM I**

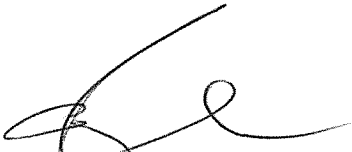
**AMENDMENT TO BYLAWS**

(Section 128)

The Owners, Strata Plan **BCS 4490 Enclave** 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 General Meeting held on **September 11, 2013**.

Be it resolved that Strata Corporation **BCS 4490 Enclave** do hereby revise the following bylaws to the Strata Corporation:

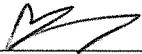
**Bylaws Attached:**



Signature of Council Member



Printed Name



Signature of Second Council Member



Printed Name

## RESOLUTION “B” PARKING BYLAW ADDITIONS

**Be it resolved by a three-quarter vote of the owners of BCS 4490, the following Bylaws be added to the existing Bylaws.**

### **PARKING**

#### **3.5 – Parking prohibitions**

- (a) No person is permitted to camp overnight in any type of vehicle in a common area.
- (b) A resident or visitor must not permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes, fire lanes or no parking zones.
- (c) Residents are prohibited from parking in the visitor parking stalls.
- (d) A maximum **10km/hour** must be maintained at all times within the complex.

#### **3.6 – Visitor parking**

- (a) Guest parking is permitted only in the parking area designated by the Strata Corporation as visitor parking.
- (b) Visitor parking stalls are for the exclusive use of visitors of current residents and for contractors.
- (c) Residents must comply strictly with the guest parking procedures and limitations, and are responsible to inform their visitors of the requirements pertaining to guest parking.
- (d) Visitors may park overnight in the visitor parking area for a maximum period of three consecutive nights.
- (e) Visitors who will be using the visitor parking area in excess of three consecutive nights must display a special visitor parking pass which can be obtained from the Council.
- (f) A visitor must not be permitted to use the visitor parking for more than three consecutive weeks for a cumulative total of eight weeks in the calendar year without the prior written approval of the Council. In granting such approval the Council may impose such reasonable conditions as it sees fit and may refuse such a request on the basis that the visitor is, in that Council's opinion, a resident.

#### **3.7 – Towing**

- (a) If an unauthorized vehicle is parked on common property or in Visitor Parking, the vehicle can be towed at the vehicle Owner's own expense.
- (b) Any resident, owner or visitor vehicle will be subject to towing at the vehicle Owner's expense, if found to be in contravention of any of the Bylaws 3.5 – 3.7 above.

**BCS 4490 RESOLUTION "C" 3/4 VOTE**  
**QUORUM – BYLAW ADDITION**

**BE IT RESOLVED THAT STRATA CORPORATION BCS 4490 ENCLAVE AT BOUNDARY PARK DO HEREBY ADD THE FOLLOWING QUORUM BYLAW TO THE EXISTING STRATA CORPORATION BYLAWS.**

**ANNUAL AND SPECIAL GENERAL MEETINGS**

**25. (4) Quorum for Annual and Special General Meetings:**

Notwithstanding section 48 (3) of the act,

If an Annual or Special General Meeting is convened upon the requisition of the Owners, and if within fifteen (15) minutes from the time appointed for the meeting a quorum is not present, the meeting shall be terminated.

For any other Annual or Special General Meeting, if within fifteen (15) minutes from the time appointed for the meeting a quorum is not present, the eligible voters present in person or by proxy shall constitute a quorum.



## **BCS 4490 RESOLUTION "D" 3/4 VOTE** **BYLAW ADDITIONS:**

**OWNER RESPONSIBLE DAMAGES AND INSURANCE DEDUCTIBLE CHARGE BACK PROVISION.**

**BE IT RESOLVED THAT STRATA CORPORATION BCS 4490 ENCLAVE AT BOUNDARY PARK DO HEREBY ADD THE FOLLOWING BYLAWS TO THE EXISTING STRATA CORPORATION BYLAWS.**

### **REPAIR AND MAINTENANCE OF PROPERTY BY OWNER**

- 2.3 A resident 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.
- 2.4 An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.
- 2.5 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, common assets or to any strata lot by the owner's acts, omission, or carelessness or by that of any owner's visitors, occupants, guests, employees, agents, tenant or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purposes of bylaws 2.3, 2.4, 2.5 any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

*Strata Property Act*

**FORM I**

**AMENDMENT TO BYLAWS**

(Section 128)

The Owners, Strata Plan BCS 4490 Enclave at Boundary Park 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 General Meeting held on November 14<sup>th</sup>, 2013.

Be it resolved that Strata Corporation BCS 4490 Enclave at Boundary Park do hereby revise the following bylaws to the Strata Corporation:

**Bylaws Enclosed:**



\_\_\_\_\_  
Signature of Council Member

Wyle Foster  
Printed Name

  
\_\_\_\_\_  
Signature of Second Council Member

Harpreet Singh  
Printed Name

**BCS 4490 RESOLUTION "A" – ¾ VOTE**  
**FINES FOR BYLAWS AND RULES**

**23 The Strata Corporation may fine an Owner or tenant a maximum of ;**

- (a) \$50 for each contravention of a Bylaw, and**
- (b) \$10 for each contravention of a Rule**

**BE IT RESOLVED as a Resolution "A" ¾ Vote of the Owners of the Strata Plan BCS 4490 Enclave at Boundary Park, the Bylaw item 23 be repealed and replaced by;**

**23 The Strata Corporation may fine an Owner or tenant a maximum of ;**

- (a) \$200 for each contravention of a Bylaw, and**
- (b) \$50 for each contravention of a Rule**

## **RESOLUTION "B" ¾ VOTE PET BYLAW ADDITIONS**

**Be it resolved by a ¾ Vote of the owners of BCS 4490, the following Bylaws be added to the existing Bylaws.**

**Currently the Bylaws state : USE OF PROPERTY - BYLAWS**

- (3) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.**
- (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) A reasonable number of small caged animals;**
  - (c) Up to 2 caged birds;**
  - (d) One dog or one cat.**

### **BCS 4490 RESOLUTION "B" ¾ VOTE PET – BYLAW ADDITION**

**BE IT RESOLVED THAT STRATA CORPORATION BCS 4490 ENCLAVE AT BOUNDARY PARK DO HEREBY REPEAL THE ABOVE REFERENCED USE OF PROPERTY BYLAWS ITEMS 3 & 4 AND REPLACE WITH THE BELOW USE OF PROPERTY PETS & ANIMALS BYLAWS ITEM (3) TO THE EXISTING STRATA CORPORATION BYLAWS.**

#### **(3) PETS AND ANIMALS**

- (3.1) A resident or visitor must not keep any pets on a strata lot or common property or on land that is a common asset except in accordance with these bylaws;**
- (3.2) A resident or visitor must ensure that all dogs on the common property or on land that is a common asset are kept on a leashed and under the supervision of a responsible person at all times. An exception to this will be on common property within a units fenced yard area.**
- (3.3) An owner of a dog or a cat shall attach a collar to the pet with a tag identifying the owner.**
- (3.4) An owner of a pet shall not permit the pet to urinate or defecate on common property, and if any pet does so, the owner shall immediately and completely remove all the pet waste from the common property and dispose of it.**

**(3.5) A resident must not keep a pet on a strata lot other than one or more of the following:**

- (a) A reasonable number of fish or other small aquarium animals;**
- (b) A reasonable number of small caged mammals;**
- (c) Up to 2 caged birds;**
- (d) Two dogs or two cats, or any combination up to a maximum of two dogs and or cats.**

**(3.6) A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family.**

**(3.7) A resident must not keep a pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which is not a pet or if, in the opinion of council, the pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.**

**(3.8) A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind, (with the exception of hummingbird feeders) are permitted to be kept on balconies, strata lots, common property or land that is a common asset.**

**(3.9) If a resident contravenes bylaw 3.1 to 3.8, the owner of the strata lot will be subject to a fine of \$ 50.00, and up to a maximum of \$200 for continuing contraventions.**

SCHEDULE OF STANDARD BYLAWS

**SCHEDULE**

**OF**

**STANDARD**

**BYLAWS**

# SCHEDULE OF STANDARD BYLAWS

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# SCHEDULE OF STANDARD BYLAWS

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# SCHEDULE OF STANDARD BYLAWS

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

### Payment of strata fees

1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.

### 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

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, 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.

(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) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.

(4) 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;

(b) a reasonable number of small caged mammals;

(c) up to 2 caged birds;

(d) one dog or one cat.

### 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 his or her name.

# SCHEDULE OF STANDARD BYLAWS

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## Obtain approval before altering a strata lot

**5** (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.
- (2) The strata corporation must not unreasonably withhold its approval under subsection (1), 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.
- (3) This section does not apply to a strata lot in a bare land strata plan.

## Obtain approval before altering common property

**6** (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.

(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.

## Permit entry to strata lot

**7** (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 subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

# SCHEDULE OF STANDARD BYLAWS

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## Division 2 -- Powers and Duties of Strata Corporation

### Repair and maintenance of property by strata corporation

**8** 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 or 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 and windows 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.

## Division 3 -- Council

### Council size

**9** (1) Subject to subsection (2), the council must have at least 3 and not more than 7 members.

(2) If the strata plan has fewer than 4 strata lots or the strata corporation has fewer than 4 owners, all the owners are on the council.

### Council members' terms

**10** (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.

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

### Removing council member

**11** (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.

# SCHEDULE OF STANDARD BYLAWS

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(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.

## Replacing council member

**12** (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.

(2) A replacement council member may be appointed from any person eligible to sit on the 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 for a period of 2 or more months, 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, a vice president, a secretary and a treasurer.

(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 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.

## 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.

# SCHEDULE OF STANDARD BYLAWS

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## 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 subsection (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) Owners may attend council meetings as observers.

(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.

## 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) Unless there are only 2 strata lots in the strata plan, 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** 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.

# SCHEDULE OF STANDARD BYLAWS

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## 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) 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).

(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 bylaws.

(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.

## 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) Subsection (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

### Maximum fine

**23** The strata corporation may fine an owner or tenant a maximum of

(a) \$50 for each contravention of a bylaw, and

(b) \$10 for each contravention of a rule.

### Continuing contravention

**24** 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.

# SCHEDULE OF STANDARD BYLAWS

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## Division 5 -- Annual and Special General Meetings

### Person to chair meeting

- 25** (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

- 26** (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) 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.

### Voting

- 27** (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) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.  
(7) 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.

### Order of business

- 28** 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

# SCHEDULE OF STANDARD BYLAWS

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- 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

### Voluntary dispute resolution

- 29** (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.
- (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.
- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

## Division 7 -- Marketing Activities by Owner Developer

### Display lot

- 30** (1) An owner developer who has an unsold strata lot may carry on sales functions that relate to its sale, including the posting of signs.
- (2) An owner developer may use a strata lot, that the owner developer owns or rents, as a display lot for the sale of other strata lots in the strata plan.