

Schedule of Standard Rules - Strata Plan EPS 945
Last updated July 30 2015

Section 1 - VEHICLES

1. No owners, tenants, or occupants shall park or permit to be parked on the Common or Limited Common Property a vehicle exceeding **8,000** lbs. GVW except when used in the delivery to or removal from the premises. Recreational vehicles, motor homes, campers, boats and trailers are prohibited on Common or Limited Common Property. Recreational vehicles can be parked on Common Property for twenty-four (24) hours for the purposes of loading or unloading. Parking is for licensed and insured vehicles and motorcycles only.
2. Only currently licensed and insured vehicles will be permitted on the Common Property or Limited Common Property of the Strata Plan. Vehicle storage insurance is required for vehicles not currently licensed. The owner must provide the Strata Corporation with a copy of the vehicle storage insurance within 7 days upon receipt of request for verification.
3. No owner shall carry out repairs, major adjustments and oil changes to motor vehicles or other mechanical equipment on the Common or Limited Common Property. If a vehicle has an oil leak it must be temporarily contained by the use of a tray. Residents are responsible for the condition of the assigned parking stalls, oil leaks must be cleared up promptly within seven days at the expense of the owner.
4. "No Parking" signs where applicable will be posted and the Strata Council shall contact the designated towing company to remove offending vehicles from the strata property. Owners are asked to respect the handicapped parking areas and also not to park in front of garage doors. Guest passes must be displayed in vehicles parked in the visitor parking stalls.

Section 2 - PETS

1. All droppings must be picked up immediately, not left until later. Carry a bag with you when you walk your pet.
2. Dogs must be on a leash not more than six feet in length, when on Common Property and must not be allowed to run at large.
3. Excessive barking will be treated as a noise complaint.
4. Pets are not to be tied or let loose on patios or balconies when owners are not at home.
5. Pets must be taken off Strata Common Property for walks/pooping/peeing. Pet playing/pooping/peeing is not allowed in the flower beds or graveled areas on the Strata Common Property.
6. Cats are not allowed to wander on Common Property. They must be leashed or handheld when outside the unit.
7. Cat litter must be disposed of in a tied plastic bag and placed directly in the garbage receptacle to avoid odor.
8. Visiting pets are also required to conform to the above rules.
9. Owners will be responsible for any and all damage caused by their pet(s), whether it is Strata Property or other Common Property.

10. Condo owners are responsible for the pets of their guests who visit their unit.

Section 3 - STORAGE OF PERSONAL BELONGINGS ON COMMON PROPERTY

1. An owner, tenant or occupant must not leave or store any kind of personal property on Common Property - including in front of the garages, and on the driveway - at any time with the exception of the following items allowed on the unit entrance deck area of each strata lot:
 - a) One plant in a maximum of four-gallon ceramic or plastic pot with drain tray
 - b) A doormat in front of the entrance door
 - c) No boxwood plants due to odor

Section 4 - BICYCLES

1. Bicycle storage is limited to:
 - a) The designated bicycle storage enclosure
 - b) Inside the assigned personal storage locker or inside the Limited Common Property garage

Section 5 - BIKE SHED (at 594)

1. The bike shed adjacent to 594 shall be for the storage of bicycles and gas operated equipment (ex. lawnmowers and weed eaters) and scooters up to 49ccs. *Note: Only half the bike racks have been installed so the bike shed can be used for common use maintenance items like gardening equipment, car wash equipment, deicer, etc. (June 2014).

Section 6 - VISITOR PARKING

The rule below is to cover visitor parking in stalls P33, P34 and P7.

1. The three visitor parking stalls (P33, P34 and P7) are for temporary use by guests or visitors only.
 - a) Temporary use means brief or occasional, not recurring and regular use.
 - b) The parking of resident vehicles in either of the three visitor parking stalls is strictly prohibited with the following exception. Parking resident vehicles in any visitor spot is allowed ONLY for loading or unloading a vehicle with the use of a visitor pass and will be temporary not to exceed one hour. (July 2015)
 - c) Temporary visitor parking is limited, on a weekly basis, to two (2) consecutive days, and is not to exceed a maximum stay of 48 hours, for any guest or visitor vehicle.
 - d) In special circumstances, exceptions or extensions to these limits can be requested from the Council.
 - e) Each owner will receive one visitor parking pass. Owners will be responsible for their guest's parking. Property Management and/or council will provide each owner with 1 (one) laminated visitor parking pass and it is to be displayed on the dash when parking in visitor parking stalls P33, P34 and P7.

Section 7 - NO FLAMMABLE ITEMS ON COMMON PROPERTY

1. For the protection of Common Property and Limited Common Property, an owner, tenant or occupant shall not store or permit the presence of explosive, flammable or otherwise dangerous materials in their garage, storage locker or bike shed.
2. Lawn mowers, weed eaters and leaf blowers must be emptied of gasoline before being stored in storage lockers. Also, no combustibles in storage lockers. Strata council to be contacted in writing by owner to confirm proper storage procedures of these items (June 2014).

Section 8 - RESPONSIBILITY FOR STRATA INSURANCE DEDUCTIBLE

1. If damage originates inside the Limited Common Property garages then the owner shall be responsible for the strata insurance deductible.

Section 9 - UNIT ENTRANCE DOORS

1. All owners may change the exterior dead bolt on an owner door for a keyless lock/dead bolt at owner expense with council approval. Approval will be decided based on appearance of the lock/dead bolt (June 2014).
2. All owners may install peep holes in an owner door at an appropriate height, at owner expense with council approval. Approval will be decided based on appearance of the peep hole (June 2014).

Section 10 - BIRD FEEDERS

1. No bird feeders of any type are allowed on Common Property or Limited Common Property as they attract mice, rats and/or squirrels (June 2014).

Section 11 - GARBAGE

1. No dumping of household items other than regular household garbage in the strata dumpsters (June 2014).

Section 12 – STORAGE LOCKERS

1. Storage lockers will have no additional solid walls and/or doors on any of the 24 owner storage lockers. (August 2014) (July 2015)

AGM Nov 14, 2012

SGM Dec 28, 2012

AGM Jan 31, 2014

AGM June 16, 2014

AGM July 30, 2015

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan EPS 945 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 September 6th 2017.

IT WAS RESOLVED, by a **THREE QUARTER (¾) VOTE** of the Owners of Strata Plan EPS 945 that the bylaws be amended by adding the following Division 3- Use of Property Section 21 as it relates to flooring.

(21) Floor coverings in the interior of strata lots shall not be changed without prior written approval by the strata council. Application for flooring alteration may only be considered by strata council:

- a) Where existing carpet is changed for underlay and carpet.
- b) where existing carpet is changed for hardwood, cork hardwood laminate, engineered wood over sound dampening underlay.
- c) where existing hardwood, hardwood laminate, cork, engineered wood or tile flooring is replaced with the same type of flooring over sound dampening underlay.
- d) where existing flooring is changed for underlay and carpet.
- e) The owner is required to take steps to reduce noise transmission.

IT WAS RESOLVED, by a **THREE QUARTER (¾) VOTE** of the Owners of Strata Plan EPS 945 that the bylaws be amended by adding the following Division 3- Use of Property Section 15 (b) as it relates to fire pits.

(15) (b) No owner, tenant or occupant shall place any open flame, propane, natural gas or charcoal fire pit on balconies or concrete patio floors as it is fire hazard.

IT WAS RESOLVED, by a **THREE QUARTER (¾) VOTE** of the Owners of Strata Plan EPS 945 that the bylaws be amended by replacing Division 7 – Marketing Activities by Owner Developer with Division 7 – Insurance Risk & Allocation.

Division 7 - Insurance & Risk Allocation
Section 30

- 1) The Strata Corporation shall obtain an independent appraisal of the property from a qualified appraiser every two years for the purposes of determining full replacement value pursuant to section 149(4)(a) of the Strata Property Act.
- 2) For purposes of section 149(4)(b) of the Strata Property Act, the Strata Corporation shall obtain adequate insurance on an annual basis to cover other perils, including:
 - a.) earthquake insurance; and,

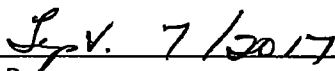
- b.) Director's and Officer's Liability Insurance for a minimum amount of \$2,000,000.00 or such lesser amount as may be available.
- 3) Subject to the regulations and this bylaw, the payment of an insurance deductible in respect of a claim on the Strata Corporation's insurance is a common expense to be contributed to by means of strata fees calculated in accordance with section 99(2) or 100(1).
- 4) Despite any other section of the Act or the regulations, Strata Corporation approval is not required for a special levy or for an expenditure from the contingency reserve fund to cover an insurance deductible required to be paid by the Strata Corporation to repair or replace damaged property, unless the Strata Corporation has decided not to repair or replace under section 159.
- 5) An Owner, tenant, occupant or visitor must not:
 - a.) do anything that will increase the risk of fire or the rate of insurance on the buildings or any part thereof; and
 - b.) 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.
- 6) An owner shall reimburse the Strata Corporation maintenance, repair or replacement costs plus any losses or damages to an owner's strata lot, the common property, the limited common property or the contents of same, if:
 - a.) that owner is responsible for the loss or damage; or
 - b.) if the loss or damage arises out of or is caused by or results from an act, omission, negligence or carelessness of:
 - i. that owner; or,
 - ii. any member of the owner's family; or,
 - iii. the owner's pet(s); or,
 - iv. the owner's guests, employees, contractors, agents, tenants, volunteers, or their pets,
 - v. but only to the extent that such expense is not met by the proceeds received from any applicable insurance policy, excluding the insurance deductible which is the responsibility of the owner.
- 7) For greater certainty, an owner is responsible even if that owner is not negligent and such responsibility shall be construed as a strict liability standard for purposes of payment of the insurance deductible pursuant to section 158(2) of the Act.
- 8) Without restricting the generality of the foregoing, an owner is responsible for:
 - a.) any water escape damage from that owner's strata lot or any other type of damage caused by or arising out of the operation of any appliance, equipment located in or fixture which forms a part of the owner's strata lot including, but not limited to the following:
 - i. dishwasher;
 - ii. refrigerator with ice/water dispensing capabilities;
 - iii. garburator;
 - iv. hot water tank;
 - v. washing machine;
 - vi. toilet, sink, bathtub and/or shower;
 - vii. air conditioner;
 - viii. fish tank;
 - ix. fireplace;
 - x. plumbing pipes, fixtures and hoses located wholly within the strata lot, and which service only that strata lot; or,
 - xi. any other similar type of appliance, equipment or fixture.

- (1) any damage arising out of any Alteration or addition to the strata lot, the limited common property or the common property installed by that owner or a prior owner of that Strata Lot; and,
 - (2) any damage to property that an owner is required to repair or maintain.
- 9) An owner shall indemnify and save harmless the Strata Corporation from any cost or expense for repair, maintenance or replacement to the strata lot, common property or limited common property, including legal costs as between a solicitor and his own client, that the owner is responsible for, but only to the extent that such expense or cost is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid or payable shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and for purposes of this bylaw will be charged to the owner.
 - 10) For purposes of this bylaw, the lesser of the amount of the damages or the insurance deductible plus any uninsured repair costs and related legal costs shall be charged to the owner and shall become due and payable as part of that owner's monthly assessment on the first of the month following the date on which the expense was incurred.
 - 11) An owner shall obtain and maintain an insurance policy to cover:
 - a.) the losses described in section 161 of the Act;
 - b.) the deductible portion of the insurance claim against the Strata Corporation's insurance policy if that owner is responsible for the loss or damage that gave rise to the claim;
 - c.) any Alteration;
 - d.) any betterments or changes to the buildings or fixtures built by the developer;
 - e.) losses from water escape and rupture;
 - f.) the deductible portion of an assessed Earthquake deductible.
 - 12) Owners must provide proof of their insurance policy to the Strata Council upon request.
 - 13) In the case of uninsured loss or damage, or loss or damage from a peril that is insured but which falls below the relevant insurance deductible on the Strata Corporation's insurance policy, the Strata Corporation shall not be liable to an Owner, Tenant, Occupant or Visitor for any loss, damage or expense caused by:
 - a.) any failure, defect or want of repair of the Common Property or Common Assets of the Strata Corporation or any part thereof, unless such loss, damage or expense shall have resulted from the actions or negligence of the Strata Corporation.
 - b.) an overflow or leaking of water, breaking or bursting of any pipes or plumbing fixtures, or in any other manner whatsoever, unless such loss, damage or expense shall have resulted from the actions or negligence of the Strata Corporation.

A copy of the schedule of strata bylaws incorporating the above amendments is attached.



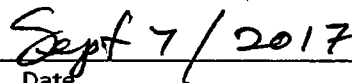
 Signature of Council Member



 Date



 Signature of Council Member



 Date

Strata Property Act

FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan EPS 945 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 July 30th, 2015

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

Section 3 (15) of the Bylaws to read as follows:

(15) An owner, tenant or occupant must not place any indoor-outdoor carpeting, with the exception of ground floor units having concrete patio floors, on a balcony or place or store any loose items on a balcony or patio with the exception of patio furniture, reasonable size potted plants, reasonable sized ornamental pieces, one reasonable sized storage tote that conforms to the building exterior color scheme, and one propane or natural gas BBQ. The use of charcoal BBQs, and any other open flame device is strictly prohibited (Dec 28, 2012) (Jan 31, 2014) (July 2015)

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

Section 3 (17) (a)(b)(c) of the Bylaws to read as follows:

(17) An owner, tenant or occupant must not use or install in or about a strata lot or common property any shades, awnings, window guards or screens, supplementary heating or air conditioning devices, except those installations approved in writing by the strata council. Window coverings that are visible from the exterior must conform with the color scheme of the original window coverings installed by the developer and kept in good repair (Dec 28, 2012).

- a) **Window Coverings - No owner, tenant or occupant shall install window coverings, which are visible from the exterior of the strata lot, which will detract from the conformity of the building's appearance. Owners may install interior window coverings that match the original window coverings specifications. Window coverings must be the same exterior color, and close vertically on all windows with the exception of the deck/patio door. The deck/patio door may have either a vertical or a horizontal closing covering. Any window coverings visible from the exterior of the building must be lined with the color of the original blinds. Pull down shades will be considered acceptable, so long as they are in keeping with the original exterior color scheme of the previously installed vertical blinds.**
- i. **The owner shall not cover any window with aluminum foil, paper, sheets, plastic or similar covering.**

- ii. Temporary window covering is permissible when permanent coverings have been sent out for repair.
- iii. The Strata Council shall determine the acceptability of such coverings if the Strata Council or the Property Manager receives complaints from owners, in writing and upon the Strata council determining, in its sole discretion that such coverings are not acceptable, the owner of the strata lot shall remove them immediately or shall be in contravention of this bylaw. (July 2015).
- b) Exterior Retractable screen doors are allowed if they are professionally installed and are neutral in color to conform to the exterior building cladding. The purchase, installation and maintenance costs of retractable screen doors will be paid for by the owner.
- c) Mobile/portable air conditioners on wheels are allowed if they conform to the following conditions. (November 2014)
 - i. These units are defined as a unit that stays inside the owner's condo, they do not need installation but are vented through a window or sliding door. A CSA approved venting kit (provided with the air conditioner) must be used.
 - ii. The venting that is seen from outside the building must be neutral in color to conform to the exterior building cladding.
 - iii. Units of this type ONLY are allowed to be used in all units. (July 2015)

A copy of the schedule of strata bylaws incorporating the above amendments is attached.

Smalcolm
 Signature of Council Member

Nov. 10, 2015
 Date

[Signature]
 Signature of Council Member

Nov 10 2015
 Date

Schedule of Bylaws - Strata Plan EPS 945
(Last Updated July 30, 2015)

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

Section 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.

(2) No owner may vote at any general meeting if strata fees or special levies on his/her strata lot are in arrears (Dec 28, 2012).

(3) A \$30.00 service fee will be charged against the strata lot owners for late payment of strata fees or special levies (Dec 28, 2012).

(4) A \$35.00 NSF service fee will be assessed against the strata lot owners for dishonoured cheque or preauthorized debit payments submitted to the Strata Corporation (Dec 28, 2012).

(5) Payments received from strata lot owners will be first applied toward outstanding fees, charge backs, strata insurance deductibles, fines, costs of remedying a bylaw contravention then toward strata fees (Dec 28, 2012).

(6) The owners with outstanding strata fees, charge backs, strata insurance deductibles, fines, costs of remedying a bylaw contravention shall be solely responsible for the costs associated with any action undertaken by the strata corporation to collect the outstanding amounts including the cost of filing a lien against the strata lot, without restricting the generality of the foregoing, all legal costs on a solicitor and own clients basis (Jan 31, 2014).

Section 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) 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.

Section 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,

(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) All owners may have one dog and one cat **OR** two indoor cats and no dog. Indoor defined as cats kept inside the owner's unit at all times and if transported off property must be in a carrier or on a leash (June 16, 2014).

(e) A visitor's pet can visit a strata lot for no more than 31 (thirty one) consecutive or cumulative days in any 1 (one) calendar year, to a maximum of 2 (two) pets in the strata lot at any one time. In special circumstances the Council may consider an extension upon receipt of a written application submitted to Strata Management or Council (Jan 31, 2014).

(5) Exotic pets, including snakes, reptiles, spiders or large members of the cat family are strictly prohibited (Dec 28, 2012).

(6) A pet must not cause a nuisance to any resident (Dec 28, 2012).

(7) If the Strata Council receives a complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the Strata Property Act. At the end of the hearing the Strata Council may take no action, assess a fine on the strata lot owner, require the person to pay the costs of remedying the contravention, or order the immediate removal of the pet from the strata property in which case the pet will be immediately removed. The owner of the pet will be advised about the outcome of the hearing in writing within 14 days (Dec 28, 2012).

(8) without limiting subsection 3(1) no person shall do anything or permit anything to be done, in a strata lot that would produce a level of sound or vibration that would be likely to prevent someone from sleeping in other strata lots between the hours of 11:00pm and 7:00am (Dec 28, 2012).

(9) Signs may not be installed in any strata lot, or on common property, unless the strata corporation has approved the size, design and location of such signs. The strata corporation must act reasonably in giving or withholding such approval. The strata corporation must notify an applicant for such approval of its decision within 30 days of

delivery of an application to the strata corporation (Dec 28, 2012).

(10) No awning shall be installed other than at the direction of the strata corporation (Dec 28, 2012).

(11) An owner, tenant, occupant or visitor must not hang or permit to be hung towels, laundry or washing on common property or in his or her strata lot where it is visible from the exterior of the strata lot (Dec 28, 2012).

(12) An owner, tenant, occupant or visitor must not use or permit to use the strata lot for a professional, commercial or a business that:

- (a) May or will increase the amount of foot traffic or motor vehicle traffic in the common property or strata lot (Dec 28, 2012),
- (b) In any way increases or may increase the liability risk of the strata corporation,
- (c) Involves customers, clients, employees, contractors, other workers, or any individuals attending the strata lot other than those individuals ordinarily resident in the strata lot, or
- (d) individuals using the strata lot as place of temporary lodging.

(13) An owner, tenant, occupant or visitor must not shake mops, or dusters, sweep or throw refuse, including burning material such as matches or cigarettes out of windows, doors or from the balcony of the strata lot (Dec 28, 2012).

(14) An owner, tenant, occupant must not erect or fasten to the strata lot or common property any television or radio receiver, antenna, satellite dish or similar structure or appurtenance (Dec 28, 2012).

(15) An owner, tenant or occupant must not place any indoor-outdoor carpeting, with the exception of ground floor units having concrete patio floors, on a balcony or place or store any loose items on a balcony or patio with the exception of patio furniture, reasonable size potted plants, reasonable sized ornamental pieces, one reasonable sized storage tote that conforms to the building exterior color scheme, and one propane or natural gas BBQ. The use of charcoal BBQs, and any other open flame device is strictly prohibited (Dec 28, 2012) (Jan 31, 2014) (July 30, 2015)

(16) An owner, tenant or occupant must not under any circumstances alter the exterior of the strata lot by attaching fixtures or by causing any discoloration or disfiguration of the exterior (Dec 28, 2012).

(17) An owner, tenant or occupant must not use or install in or about a strata lot or common property any shades, awnings, window guards or screens, supplementary heating or air conditioning devices, except those installations approved in writing by the strata council. Window coverings that are visible from the exterior must conform with the color scheme of the original window coverings installed by the developer and kept in good repair (Dec 28, 2012) (July 30, 2015).

- (a) Window Coverings - No owner, tenant or occupant shall install window coverings, which are visible from the exterior of the strata lot, which will detract from the conformity of the building's appearance. Owners may install interior window

coverings that match the original window coverings specifications. Window coverings must be the same exterior color, and close vertically on all windows with the exception of the deck/patio door. The deck/patio door may have either a vertical or a horizontal closing covering. Any window coverings visible from the exterior of the building must be lined with the color of the original blinds. Pull down shades will be considered acceptable, so long as they are in keeping with the original exterior color scheme of the previously installed vertical blinds.

- (i). The owner shall not cover any window with aluminum foil, paper, sheets, plastic or similar covering.
 - (ii). Temporary window covering is permissible when permanent coverings have been sent out for repair.
 - (iii). The Strata Council shall determine the acceptability of such coverings if the Strata Council or the Property Manager receives complaints from owners, in writing and upon the Strata council determining, in its sole discretion that such coverings are not acceptable, the owner of the strata lot shall remove them immediately or shall be in contravention of this bylaw. (July 2015).
- (b) Exterior Retractable screen doors are allowed if they are professionally installed and are neutral in color to conform to the exterior building cladding. The purchase, installation and maintenance costs of retractable screen doors will be paid for by the owner. (July 2015)
- (c) Mobile/portable air conditioners on wheels are allowed if they conform to the following conditions. (November 2014)
- (i). These units are defined as a unit that stays inside the owner's condo, they do not need installation but are vented through a window or sliding door. A CSA approved venting kit (provided with the air conditioner) must be used.
 - (ii). The venting that is seen from outside the building must be neutral in color to conform to the exterior building cladding.
 - (iii). Units of this type ONLY are allowed to be used in all units. (July 2015)

(18) An owner, tenant or occupant must not hose down or wash balcony decks in a manner that causes excess water to drip over the balcony edge (Dec 28, 2012).

(19) An owner, tenant or occupant must not do anything or permit anything to be done on his strata lot or on the common property, which would tend to increase the risk of fire, or the rate of fire insurance premiums, or any other premiums with respect thereto (Dec 28, 2012).

(20) Due to the increased risk of fire no cut Christmas trees are allowed in the strata lots or on common property. Only artificial Christmas trees are allowed (June 16, 2012).

Section 4 - 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.

Section 5 - 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.

Section 6 - 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.

Section 7 - 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.

Division 2 - Powers and Duties of Strata Corporation

Section 8 - Repair and maintenance of property by strata corporation

- 8** (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 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

Section 9 - 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.

Section 10 - Council members' terms

10 (1) The strata council members are elected for a two year term. The term of office of a council member ends at the end of the second annual general meeting at which the new council members are elected. (June 16, 2014).

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

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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.

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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.

Section 13 - 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.

(5) An owner, in arrears cannot sit on Council or may not be elected to Council (Jan 31, 2014).

Section 14 - 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.

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(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.

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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.

Section 16 - 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.

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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;
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Section 18 - 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.

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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.

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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
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(3) A delegation of a general authority to make expenditures must

- (a) set a maximum amount that may be spent, and
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(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,
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- (c) whether a person should be denied access to a recreational facility.

Section 21 - 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.

Section 22 - 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

Section 23 - Maximum fine

23 (1) The strata corporation may fine an owner or tenant a maximum of (Dec 28, 2012)
(a) \$200 for each contravention of a bylaw, and
(b) \$50 for each contravention of a rule.

Section 24 - 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

Section 25 - 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.

Section 26 - 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.

Section 27 - 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.

(8) A strata lot owner voting electronically at a general meeting waives the right to a secret vote (Jan 31, 2014).

Section 28 - Order of business

28 (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 - Voluntary Dispute Resolution

Section 29 - 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

Section 30 - 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.

Schedule of Bylaws - Strata Plan EPS 945 (Last Updated July 30, 2015)

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

Section 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.

(2) No owner may vote at any general meeting if strata fees or special levies on his/her strata lot are in arrears (Dec 28, 2012).

(3) A \$30.00 service fee will be charged against the strata lot owners for late payment of strata fees or special levies (Dec 28, 2012).

(4) A \$35.00 NSF service fee will be assessed against the strata lot owners for dishonoured cheque or preauthorized debit payments submitted to the Strata Corporation (Dec 28, 2012).

(5) Payments received from strata lot owners will be first applied toward outstanding fees, charge backs, strata insurance deductibles, fines, costs of remedying a bylaw contravention then toward strata fees (Dec 28, 2012).

(6) The owners with outstanding strata fees, charge backs, strata insurance deductibles, fines, costs of remedying a bylaw contravention shall be solely responsible for the costs associated with any action undertaken by the strata corporation to collect the outstanding amounts including the cost of filing a lien against the strata lot, without restricting the generality of the foregoing, all legal costs on a solicitor and own clients basis (Jan 31, 2014).

Section 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) 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.

Section 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,
- (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) All owners may have one dog and one cat **OR** two indoor cats and no dog. Indoor defined as cats kept inside the owner's unit at all times and if transported off property must be in a carrier or on a leash (June 16, 2014).
- (e) A visitor's pet can visit a strata lot for no more than 31 (thirty one) consecutive or cumulative days in any 1 (one) calendar year, to a maximum of 2 (two) pets in the strata lot at any one time. In special circumstances the Council may consider an extension upon receipt of a written application submitted to Strata Management or Council (Jan 31, 2014).

(5) Exotic pets, including snakes, reptiles, spiders or large members of the cat family are strictly prohibited (Dec 28, 2012).

(6) A pet must not cause a nuisance to any resident (Dec 28, 2012).

(7) If the Strata Council receives a complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the Strata Property Act. At the end of the hearing the Strata Council may take no action, assess a fine on the strata lot owner, require the person to pay the costs of remedying the contravention, or order the immediate removal of the pet from the strata property in which case the pet will be immediately removed. The owner of the pet will be advised about the outcome of the hearing in writing within 14 days (Dec 28, 2012).

(8) without limiting subsection 3(1) no person shall do anything or permit anything to be done, in a strata lot that would produce a level of sound or vibration that would be likely to prevent someone from sleeping in other strata lots between the hours of 11:00pm and 7:00am (Dec 28, 2012).

(9) Signs may not be installed in any strata lot, or on common property, unless the strata corporation has approved the size, design and location of such signs. The strata corporation must act reasonably in giving or withholding such approval. The strata corporation must notify an applicant for such approval of its decision within 30 days of

delivery of an application to the strata corporation (Dec 28, 2012).

(10) No awning shall be installed other than at the direction of the strata corporation (Dec 28, 2012).

(11) An owner, tenant, occupant or visitor must not hang or permit to be hung towels, laundry or washing on common property or in his or her strata lot where it is visible from the exterior of the strata lot (Dec 28, 2012).

(12) An owner, tenant, occupant or visitor must not use or permit to use the strata lot for a professional, commercial or a business that:

- (a) May or will increase the amount of foot traffic or motor vehicle traffic in the common property or strata lot (Dec 28, 2012),
- (b) In any way increases or may increase the liability risk of the strata corporation,
- (c) Involves customers, clients, employees, contractors, other workers, or any individuals attending the strata lot other than those individuals ordinarily resident in the strata lot, or
- (d) individuals using the strata lot as place of temporary lodging.

(13) An owner, tenant, occupant or visitor must not shake mops, or dusters, sweep or throw refuse, including burning material such as matches or cigarettes out of windows, doors or from the balcony of the strata lot (Dec 28, 2012).

(14) An owner, tenant, occupant must not erect or fasten to the strata lot or common property any television or radio receiver, antenna, satellite dish or similar structure or appurtenance (Dec 28, 2012).

(15) An owner, tenant or occupant must not place any indoor-outdoor carpeting, with the exception of ground floor units having concrete patio floors, on a balcony or place or store any loose items on a balcony or patio with the exception of patio furniture, reasonable size potted plants, reasonable sized ornamental pieces, one reasonable sized storage tote that conforms to the building exterior color scheme, and one propane or natural gas BBQ. The use of charcoal BBQs, and any other open flame device is strictly prohibited (Dec 28, 2012) (Jan 31, 2014) (July 30, 2015)

(16) An owner, tenant or occupant must not under any circumstances alter the exterior of the strata lot by attaching fixtures or by causing any discoloration or disfiguration of the exterior (Dec 28, 2012).

(17) An owner, tenant or occupant must not use or install in or about a strata lot or common property any shades, awnings, window guards or screens, supplementary heating or air conditioning devices, except those installations approved in writing by the strata council. Window coverings that are visible from the exterior must conform with the color scheme of the original window coverings installed by the developer and kept in good repair (Dec 28, 2012) (July 30, 2015).

- (a) Window Coverings - No owner, tenant or occupant shall install window coverings, which are visible from the exterior of the strata lot, which will detract from the conformity of the building's appearance. Owners may install interior window

coverings that match the original window coverings specifications. Window coverings must be the same exterior color, and close vertically on all windows with the exception of the deck/patio door. The deck/patio door may have either a vertical or a horizontal closing covering. Any window coverings visible from the exterior of the building must be lined with the color of the original blinds. Pull down shades will be considered acceptable, so long as they are in keeping with the original exterior color scheme of the previously installed vertical blinds.

- (i). The owner shall not cover any window with aluminum foil, paper, sheets, plastic or similar covering.
 - (ii). Temporary window covering is permissible when permanent coverings have been sent out for repair.
 - (iii). The Strata Council shall determine the acceptability of such coverings if the Strata Council or the Property Manager receives complaints from owners, in writing and upon the Strata council determining, in its sole discretion that such coverings are not acceptable, the owner of the strata lot shall remove them immediately or shall be in contravention of this bylaw. (July 2015).
- (b) Exterior Retractable screen doors are allowed if they are professionally installed and are neutral in color to conform to the exterior building cladding. The purchase, installation and maintenance costs of retractable screen doors will be paid for by the owner. (July 2015)
- (c) Mobile/portable air conditioners on wheels are allowed if they conform to the following conditions. (November 2014)
- (i). These units are defined as a unit that stays inside the owner's condo, they do not need installation but are vented through a window or sliding door. A CSA approved venting kit (provided with the air conditioner) must be used.
 - (ii). The venting that is seen from outside the building must be neutral in color to conform to the exterior building cladding.
 - (iii). Units of this type ONLY are allowed to be used in all units. (July 2015)

(18) An owner, tenant or occupant must not hose down or wash balcony decks in a manner that causes excess water to drip over the balcony edge (Dec 28, 2012).

(19) An owner, tenant or occupant must not do anything or permit anything to be done on his strata lot or on the common property, which would tend to increase the risk of fire, or the rate of fire insurance premiums, or any other premiums with respect thereto (Dec 28, 2012).

(20) Due to the increased risk of fire no cut Christmas trees are allowed in the strata lots or on common property. Only artificial Christmas trees are allowed (June 16, 2012).

Section 4 - 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.

Section 5 - 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.

Section 6 - 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.

Section 7 - 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.

Division 2 - Powers and Duties of Strata Corporation

Section 8 - Repair and maintenance of property by strata corporation

- 8** (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 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

Section 9 - 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.

Section 10 - Council members' terms

10 (1) The strata council members are elected for a two year term. The term of office of a council member ends at the end of the second annual general meeting at which the new council members are elected. (June 16, 2014).

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

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

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(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.

Section 22 - 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

Section 23 - Maximum fine

23 (1) The strata corporation may fine an owner or tenant a maximum of (Dec 28, 2012)
(a) \$200 for each contravention of a bylaw, and
(b) \$50 for each contravention of a rule.

Section 24 - 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

Section 25 - 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.

Section 26 - 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.

Section 27 - 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.

(8) A strata lot owner voting electronically at a general meeting waives the right to a secret vote (Jan 31, 2014).

Section 28 - Order of business

28 (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 - Voluntary Dispute Resolution

Section 29 - 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

Section 30 - 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.