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

Deduct LTSA Fees? Yes

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

LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

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

The Owners, Strata Plan VIS 4266 certify that the 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 December 17, 2013.

[See Attachment]



Signature of Council Member



Signature of Second Council Member

**Schedule of Bylaws – VIS-4266
Ophir Place
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SCHEDULE OF BYLAWS

The Owners, Strata Plan VIS 4266

These bylaws repeal and replace all previously filed bylaws except the rental and age bylaws. The Schedule of Standard Bylaws in the *Strata Property Act* (the “Act”) is disappplied.

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

Payment of strata fees

- 1 (1) An owner must pay strata fees on or before the first day of the month to which the strata fees relate by providing 12 post dated cheques to the strata corporation prior to January 1 for each calendar year.
- (2) If an owner fails to pay strata fees or a special levy at the required time the strata corporation may charge interest at the rate of 10% per annum compounded annually.
- (3) The owner of a strata lot for which a cheque does not clear will be charged the financial service charge.
- (4) If the strata corporation incurs legal or other costs in order to collect strata fees or special levies in relation to a strata lot, the owner of the strata a lot will be responsible to reimburse the strata corporation for the full amount of the costs incurred by the strata corporation.
- (5) Additional assessments, fines authorized by these bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by the strata corporation to enforce these Bylaws, shall become part of the assessment of the owners and shall become due and payable on the first day of the next month following, except that any amount owing other than strata fees, special levies, reimbursement of the cost of work ordered by a public or local authority, or the strata lot’s share of a judgment will be calculated as a separate component of such assessment and the strata corporation may not register a lien on behalf of such separate component.

Repair and maintenance of property by owner

- 2 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.

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) No signs, billboards, placards, advertising or notices of any kind may be posted on the exterior of the building, on the common property or in a window that is visible from the exterior of the strata lot except "For Sale" signs which may only be located as directed by the council. Additionally owners will be permitted one open house sign during the time of the open house to be located as directed by the council. This bylaw shall be interpreted in a manner consistent with elections legislation.
- (4) Except for the barbeque that is commonly owned, barbeques are not permitted.
- (5) Live or natural Christmas trees, boughs and other such decoration made from live or natural trees are not permitted in a strata lot.
- (6) At open houses, the owner or agent must meet purchasers at the entrance to the building and escort them through and out of the building.
- (7) Where hard surface flooring has been installed in a strata lot:
- (a) not less than 60% of the hard surface flooring must be covered with area rugs;
 - (b) all chair legs must be fitted with felt pads;
 - (c) all cupboard doors must have felt or gel pads to reduce the noise and impact on closing.
- (8) An owner, tenant, occupant or visitor in strata lots with hard surface flooring must take all reasonable steps to minimize noise transference including avoiding wearing hard soled shoes in the strata lot.

Smoking

- 4 (1) An owner, tenant, occupant or visitor may not smoke within a strata lot or on common property.
- (2) Without limiting the generality of subsection (1), an owner, tenant, occupant or visitor may not smoke on a patio or deck.

Pets

- 5 (1) An owner, tenant or occupant must not keep any pets on a strata lot other than:
- (a) a reasonable number of fish or other small aquarium animals;
 - (b) a reasonable number of small caged mammals;
 - (c) up to two caged birds; or
 - (d) one cat or one dog.

- (2) All pets shall be kept leashed or otherwise under the control of the owner, tenant or occupant at all times while on common property and must not interfere with or damage the common property or interfere with the use and enjoyment of the common property by other owners, tenants and occupants.
- (3) An owner of a pet shall not permit the pet to urinate or defecate on the common property and the owner of the pet shall immediately and completely remove all of the pet's waste from the common property and dispose of it in a waste container or by some other sanitary means. An owner who fails to remove a pet's waste will be responsible for all costs incurred by the strata corporation to remove the waste and/or repair the common property as well as for any fines that may be levied by the council.
- (4) An owner of a pet shall not permit the pet to cause a nuisance to any resident or permit the pet to disturb any other owner, tenant or occupant due to barking, howling or the making of other noise.
- (5) If the council receives a complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the Act. At the end of the hearing, the council:
- (a) may take no action;
 - (b) fine the owner;
 - (c) require the person to pay the costs of remedying the contravention; or
 - (d) order the immediate removal of the pet from the strata lot in which case the pet will be immediately removed by the owner.

The owner of the pet will be advised about the outcome of the hearing in writing.

Age restriction

- 6 (1) Every strata lot is reserved for use as a residential strata lot for a maximum of two individuals one of whom must be 55 years of age or older.
- (2) Individuals under the age of 55 years shall not reside in VIS 4266 unless the individual has a spouse residing in VIS 4266 who is 55 years of age or older. A "spouse" is defined as an individual who has lived and cohabited with the occupant who is 55 years of age and over, for a period of at least 2 years at the relevant time, in a marriage-like relationship, including a marriage-like relationship between persons of the same gender.
- (3) This bylaw shall not be construed to be prohibiting or restricting the devolution of a strata lot.
- (4) An individual 55 years of age or older residing in a strata lot may have, in addition to a spouse as defined in sub-paragraph (2), visitors who are under the age of 55 years stay in the strata lot for up to one month per visitor in any twelve-month period. Visits longer than one month by individuals under the age of 55 years may be approved by the strata council, such approval not to be unreasonably withheld.

(5) To determine compliance with this bylaw, the strata council is permitted to require that at least one occupant, who is not a visitor as defined in sub-paragraph (4) of this bylaw, provide the strata corporation with proof of age. If at least one occupant, other than a visitor, does not provide proof of age, the owner is in breach of this bylaw which will entitle the strata corporation to take all enforcement action as permitted by section 135 of the Act.

(6) Subject to sub-paragraph (2), any owner who has individuals residing in his or her strata lot who are under the age of 55 years and who are not visitors as defined in sub-paragraph (4) of this bylaw is in breach of this bylaw.

Rentals

7 (1) The rental of strata lots is prohibited except for those strata lots rented pursuant to section 143(2) of the Act, rented to family members or on the basis of hardship.

(2) Where the council grants an exemption to an owner to rent his strata lot on the grounds of hardship, the council can specify the length of time for which the exemption is granted. When permission to rent is granted on the grounds of hardship, the owner must rent his strata lot within 60 days, or the exemption is withdrawn.

(3) Where permission to rent pursuant to this bylaw has been automatically withdrawn at the end of 60 days, an owner may re-apply to the council for permission to rent the strata lot and such application will be governed by the provisions of this bylaw.

(4) Within two weeks after renting all or part of his or her strata lot an owner must give the council a copy of the Notice of Tenant's Responsibilities signed by the tenant.

(5) Where an owner leases his strata lot in violation of the bylaw, the council may levy against the owner a fine of \$500 every seven days during the period of the lease.

(6) For the purposes of this bylaw the terms "lease", "rent", "rents", and "rental arrangement" shall include any and all forms of tenancy or licence relating to the occupancy of a strata lot.

Move in / move out

8 (1) An owner, occupant or tenant who plans to move in or out of the building must notify the strata corporation at least 7 days in advance of the date and time of the proposed move.

(2) The times of moving in or out of the building shall be between the hours of 8:00 a.m. and 6:00 p.m., Monday to Saturday, unless the strata corporation has given written permission for the move to take place at another specified time.

(3) An owner, occupant or tenant who is moving in or out of the building must provide a person who will monitor the door-in-use throughout the move.

(4) An owner, occupant, tenant or the movers or others carrying out the move on the owner, occupant or tenant's behalf, must determine from the council which entrance to use for moving goods in or out of the building.

(5) The owner, occupant or tenant shall be responsible for any damage to the elevators or other common property resulting from a move.

(6) During a move in and move out, there is considerable potential to damage or knock off ceiling mounted or wall mounted sprinkler heads. In the event that a sprinkler head is damaged or knocked off, resulting in water damage, the owner shall be responsible for the damage.

(7) Ophir Place is a secure building. All outside doors must be kept closed and monitored. The owner or their agents must provide a door monitor(s) who will be present during their function to let their visitors into the building. These monitors are not to grant access to any one that is not associated with their function. At no time are any of the exterior doors to be propped open.

Inform strata corporation

9 (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 resident must inform the strata corporation of his or her name.

Obtain approval before altering a strata lot

10 (1) An owner must obtain the written approval of the council 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, patios or other things attached to the exterior of the building;
- (d) doors, windows or skylights on the exterior of a building or that front on the common property;
- (e) fences, railings or similar structures that enclose a patio, balcony or yard;
- (f) common property located within the boundaries of a strata lot;
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act;
- (h) removal of flooring.

(2) Hard surface flooring is prohibited except in the bathroom, kitchen and the first five feet of an entry hallway in all strata lots except strata lots 1-11 inclusive, 23-28 inclusive and 37 and 48 which strata lots must obtain permission to alter flooring in accordance with subsection (1).

(3) Subject to subsection (2), the council 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.

Obtain approval before altering common property

11 (1) An owner must obtain the written approval of the council before making an alteration to common property or common assets.

(2) The council may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Alterations to a strata lot or common property

12 (1) Owners who undertake alterations in accordance with these bylaws must:

- (a) ensure all alterations are carried out in accordance with the design approved by the council or its duly authorized representative;
- (b) ensure that the standard of quality of work and materials of the alteration shall be no less than the existing structures.

(2) The owner will be responsible to obtain the applicable building permits prior to commencing the work, and obtaining such permits is a condition of the council's approval.

(3) Owners who undertake alterations in accordance with these bylaws, and subsequent owners, are responsible for all costs relating to:

- (a) the maintenance and repair of the alterations;
- (b) the effects on all adjacent strata lots or common property; and
- (c) the effects of rain and weathering, staining, discoloration.

(4) The council may maintain, repair, or remove alterations to common property if in the opinion of the council:

- (a) the alterations are not maintained or repaired; or
- (b) the alterations are damaged.

All costs incurred in the maintenance, repair, and/or removal will be charged to the owner of the strata lot and are his responsibility.

(5) On the sale of a strata lot, owners must include all obligations and costs that may be applied relating to alterations in any agreement of sale. If the subsequent owner refuses to sign an agreement with the strata corporation, if required by the council, the alteration may be removed by the council and the cost of the removal will be charged to the new owner.

(6) To remove an approved alteration or attachment, an owner must negotiate the terms of removal with the council.

(7) The council reserves the right to require, or have an owner provide, specified professional supervision or inspection, or both, of approved alterations. The council may include specified supervision or inspection as a requirement of approval.

(8) Any alteration to a strata lot or to common property that has not received the prior written approval of council must be removed at the owner's expense if the council orders that the alteration be removed. An owner who receives approval will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a strata lot if such repair is required as a result of the alteration. An owner who receives approval may be required by the council to sign an agreement taking responsibility for the expenses relating to the alteration.

Permit entry to strata lot

13 (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:
 - (i) 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; or
 - (ii) to ensure compliance with the Act or these bylaws.

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

Indemnification and insurance deductible

14 (1) An owner will indemnify and save harmless the strata corporation for all expenses for any maintenance, repair or replacement rendered necessary to the common property, common assets or a strata lot caused by or due to the act, neglect or carelessness of the owner or a tenant, occupant, contractor, agent, guest or invitee of the owner or his strata lot to the extent that the damage or loss is not covered by the strata corporation's insurance.

(2) In the event that loss or damage occurs to common property, common assets or any strata lot that gives rise to a valid claim under the strata corporation's insurance policy the owner of the strata lot, who is responsible for the loss shall reimburse the strata corporation for the deductible portion of the insurance coverage.

(3) Where an owner, tenant, occupant or visitor does or permits anything to be done that is illegal or for any reason invalidates the strata corporation's insurance, the owner must indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement of any damage to the common property, common assets or strata lots.

(4) For the purpose of this bylaw, any costs for which a strata lot owner is responsible shall be considered as an expense chargeable to the owner and shall be added to and become a part of the assessment of that owner for the month next following the date on which the expense was incurred and shall become due and payable on the date of payment of the monthly assessment.

(5) An owner who fails to pay the cost of repair or remedying the loss or damage when due shall reimburse the strata corporation and save it harmless against any and all costs and expenses required to collect such reimbursement, whether by Court action or other means and including council member or management costs associated with lost time from employment, strata management costs and legal costs, comprised of legal fees, taxes, disbursements and other related expenses, as between a solicitor and his own client or on a full indemnity basis.

Division 2 – Powers and Duties of Strata Corporation

Repair and maintenance of property by strata corporation

- 15** The strata corporation must repair and maintain all of the following:
- (a) common assets of the strata corporation;
 - (b) common property;
 - (c) a strata lot in a strata plan, but the duty to repair and maintain it is restricted to
 - (i) the structure of a building;
 - (ii) the exterior of a building;
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (iv) doors, windows and skylights on the exterior of a building or that front on the common property; and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

Division 3 – Council

Council size and membership

- 16** (1) The council must have at least 3 and not more than 7 members.
- (2) No person will be entitled to be elected to council or continue to stand on council if the strata corporation is entitled to register a lien against that strata lot under section 116 of the Act.

Council members' terms

- 17** (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 terms as a council member is ending is eligible for reelection.

Removing council member

- 18** (1) The strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.

- (2) After removing a council member, the strata corporation 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

- 19** (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

- 20** (1) At the first meeting of the council held after the annual general meeting of the strata corporation, at which the council is elected, 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

- 21** (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 must 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.

Quorum of council

- 22** (1) A quorum of the council is:
- (a) 1, if the council consists of 1 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

- 23** (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

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

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

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

Council to inform owners of minutes

- 25** The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of council's powers and duties

- 26** (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;
- (c) whether a person should be required to pay the reasonable costs of remedying a contravention of the bylaws or rule; or
- (d) whether an owner should be exempted from a bylaw that prohibits or limits rentals.

Spending restrictions

- 27** (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.

- (3) Subject to subsection (2), the maximum unapproved expenditure that may be made out of the operating fund in the same fiscal year is \$10,000.

Limitation on liability of council member

28 (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

29 Unless otherwise provided for in the bylaws the strata corporation may fine an owner, occupant or tenant a maximum of:

- (a) \$200 for each contravention of a bylaw;
- (b) \$50 for each contravention of a rule; and
- (c) \$500 for each contravention of bylaw 7.

Continuing contravention

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

Division 5 – Annual and Special General Meetings

Quorum

31 (1) Quorum for an annual or special general meeting shall be the eligible voters holding 1/3 of the strata corporation's votes present in person or by proxy.

(2) If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of fifteen minutes whereupon:

- (a) a meeting held pursuant to section 43 of the Act is cancelled;
- (b) a meeting held other than pursuant to section 43 of the Act shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote at any time during the meeting, shall constitute a quorum.

Person to chair meeting

32 (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

- 33** (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

- 34** (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- (6) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.
- (7) An owner will not be entitled to vote at a general meeting except on matters requiring a unanimous vote if the strata corporation is entitled to register a lien against that strata lot under section 116 of the Act.

Order of business

- 35** (1) The order of business at annual and special general meetings is as follows:
- (a) certify proxies and corporate representatives;
 - (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

Voluntary dispute resolution

- 36** (1) A dispute among owners, occupants, 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, occupant or tenant of the strata corporation nominated by each of the disputing parties and one owner, occupant 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 – Small Claims

Small claims actions

- 37** Pursuant to section 171 of the Act, the council, on behalf of the strata corporation, may commence a proceeding under the *Small Claims Act* against an owner or other person to collect money owing to the strata corporation without further authorization from the strata corporation. The council may commence the proceedings to collect monies owing to the strata corporation for any reason, including but not limited to monies owing by an owner, occupant or tenant for a fine or to recover the deductible portion of an insurance claim if the person is responsible for the loss or damage that gave rise to the claim. The council has full authority to negotiate a settlement or discontinue or dismiss the action.

Division 8 – Severability

Severability

38 (1) Should any portion of these bylaws be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the bylaws, each paragraph, sub-paragraph or clause hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.

(2) For the purposes of all bylaws, wherever the singular or masculine is used, it shall be construed as meaning the plural or feminine or body corporate where the context requires. The terms “resident” or “residents” refer to those individuals residing in the building, whether as owners, tenants or other occupants.