

**DRAFT MINUTES**  
**LITTLE QUALICUM RIVER VILLAGE ~ REGULAR COUNCIL MEETING**  
**HELD ON SEPTEMBER 28, 2020 AT 6:30 P.M.**  
**CONDUCTED BY TELEPHONE CONFERENCE, QUALICUM BEACH, BC**

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**Present:**

President: Trish Curtin  
Vice President: Evelyn Mitchel  
Councillors: Doedy, Reisler

**Volunteers:** Emmanuelle Nixon, Recording Secretary

**Absent:** Oliver Board (without notice) and Lorraine Webb (with notice)

**Others Present:** SL079 - Sally Kennedy joined the telephone conference for her requested hearing.

**Item #1** **CALL TO ORDER**

Trish called the Regular Council Meeting to order at 6:45 p.m.

Council noted that another Notice to Owners was sent out both via email and Canada Post to owners on September 17, 2020. The Notice to Owners will be attached to the minutes.

**Item #2** **ADOPTION TO THE AGENDA**

2.1 Additions to the Agenda

a) Hearing with SL079 – Emergency Access Committee

Moved by Trish, seconded by Evelyn

**MOTION: 1/09/2020** “**THAT the VIS4673 Strata Council hereby adopts the agenda, with the addition of the Hearing with SL079 - Emergency Access Committee, as amended.**”

Motion **CARRIED**.

**Item #3** **DELEGATIONS, PRESENTATIONS OR PETITIONS**

There were no Delegations, Presentations or Petitions.

**Item #4**                      **ADOPTION OF THE MINUTES**

Minutes of the August 24, 2020 Strata Council Meeting.

Moved by Trish, seconded by Evelyn

**MOTION: 2/09/2020**    **“THAT the VIS4673 Strata Council hereby adopts the minutes of the August 24, 2020 Council meeting, as presented.”**

Motion **CARRIED**.

**Item #5**                      **OLD BUSINESS**

5.1                              [Annual General Meeting \(AGM\) Directives to Council](#)

a) [Gen Set for Well #1](#)

DEFERRED. Council has completed this project and will present their findings at the 2020 AGM for owners to discuss and take action on through the LQRV Bylaw voting system.

b) [Gates](#)

Doedy noted that the programming of information into the directory is going well, the timing is still being adjusted and that the YELP System has been ordered. As she was away, the final cheque payment has now been sent.

She reminded owners to make sure that current contact information is provided to the Strata Corp. for the gate directory.

c) [Plan for Back Flow Valves](#)

DEFERRED. Item has been deferred until Dr. Bonnie Henry gives the go ahead to do non-essential work on water systems.

b) [Engineer’s Review of Water System](#)

DEFERRED. Council has completed this project and will present their findings at the 2020 AGM for owners to discuss and take action on through the LQRV Bylaw voting system.

c) [Depreciation Report](#)

The DRAFT Depreciation Report has been received and Council is currently reviewing it.

5.1 Annual General Meeting (AGM) Directives to Council (Cont'd)

d) Drainage System Assessment

DEFERRED. Council has completed this project and will present their findings at the 2020 AGM for owners to discuss and take action on through the LQRV Bylaw voting system.

e) Legal

i. Opinion on Recouping Costs from Developer

There was nothing new to report.

ii. General Review

Ongoing.

iii. Privacy Policy

The final Privacy Policy has been accepted by Council and it has been added to the LQRV Website under Professional & Legal Reference Documents.

The Privacy Policy will be attached to the Minutes.

Moved by Trish, seconded by Doedy

**MOTION: 3/09/2020 "THAT the VIS4673 Strata Council hereby accepts the Privacy Policy as finalized by Clark Wilson on September 27, 2020, as presented."**

Motion **CARRIED**.

iv. General Bylaw Assistance

Ongoing.

v. Abbey Road Engineering

Evelyn noted that the Abbey Road Geotechnical Slope Stability Assessment and the Environmental Management Plan from Madrone was received by Council on September 23, 2020 and September 24, 2020 respectfully.

Evelyn will inquire with Madrone an estimate (this will not be a quote) if this is work that they perform themselves or if they have any recommendations.

5.1 [Annual General Meeting \(AGM\) Directives to Council \(Cont'd\)](#)

g) Legal

[v. Abbey Road \(Cont'd\)](#)

Moved by Evelyn, seconded by Trish

**MOTION: 4/09/2020** “THAT the VIS4673 Strata Council hereby accepts the Abbey Road Slope Stability Geotechnical Report dated September 23, 2020 and the Environmental Management Plan dated September 24, 2020 issued by Madrone Engineering, as presented.”

Motion **CARRIED**.

5.2 [Action Items](#)

a) [Revise Design Review Committee \(DRC\) Application](#)  
Doedy is still working on this project.

b) [New Banking Institution and Signing Authorities](#)  
Council is happy to announce that they have now changed banking institutions to the TD Bank (Toronto Dominion) in Qualicum Beach. Evelyn has an appointment scheduled for October 5, 2020 to complete her application to become a signing authority on behalf of the Strata Corp. as Vice President. This new account has been set up to have no fees attached to it and as requested by owners it will be able to accept e-transfers deposits. There will also be a debit machine located at the gatehouse for payments, although it will only be to accept debit transfers and not payments through credit cards.

c) [Title Search Inventory](#)  
This project is on-going. Owners are being asked to send in copies of their Property Titles, if you do not have one, one will be ordered for you and a surcharge will be charged back. For any Titles ordered, a copy will be provided to the owner.

d) [Official Community Plan \(OCP\)](#)  
There has been no further response to report at this time. Evelyn will follow up.

5.2 Action Items (Cont'd)

e) Gatehouse Camera

DEFERRED. Due to the current system and the condition of the cameras, new ones have been ordered. These cameras will be installed but not activated. Council has now completed this project and will present their findings at the 2020 AGM for owners to discuss and take action on through the LQRV Bylaw voting system.

Item #6

**NEW BUSINESS**

6.1 Storage Units

The final stages of the cleaning out of the Storage Units is ongoing. Mara Industries has completed the weed whacking around the immediate area.

a) General Comments

We would like to thank all those who cleaned out their Storage Units and that this went a long way to demonstrate to the insurance company that we are on the right track.

b) Adding Doors

While it seems simple to allow people to put doors on their Storage Units, there are various legal considerations and pitfalls associated with that. The Storage Unit structure, including everything you can touch from the outside, is 'Common Property' that the Strata is responsible for maintaining and repairing. When people put doors on their units, they become 'Common Property' and the Strata is automatically responsible for them and all costs associated with them.

There is a Bylaw process through which an owner can get permission to make such changes to Common Property. The owner would be required to enter into an agreement to take responsibility for any costs associated with the doors. However, agreeing to cover the costs when the application is made, does not mean the owner will actually submit payment to the Strata if those door cause damage to the buildings or generate other costs.

We have additional complications presented by the fact that many of the Storage Units have rotting support beams. If someone attaches doors to them, the consequences could be very expensive.

Owners will decide what they want to do with the Storage Units at the next AGM, until then, it would be irresponsible to allow owners to attach doors.

6.1 Storage Units (Cont'd)

c) Illegal Dumping

As a reminder, owners are not to dump their Storage Unit contents or garbage on Common Property around the Storage Units as this only generates costs that increase our Strata fees.

6.2 Annual General Meeting (AGM)

September 30, 2020 is the deadline for owners to forward any resolutions. Council reminded owners that signatures must be actual voting members and only one signature per household/lot is allowed and tenants are not voting members. According to the Strata Bylaws and Section 46 of the SPA (Strata Property Act), Council is not required to give owners any deadline notice.

**Item #7**

**COMMON PROPERTY**

7.1 Maintenance Schedule

The Maintenance Schedule has been attached.

7.2 Maintenance Tasks

a) SL239 – Ditch Required

This ditch will be addressed once it has been inspected.

b) Washrooms at Mountainview Park

i. Damaged Doors

The doors will be installed this week.

c) Gatehouse Maintenance and Upgrades

Outstanding are the exterior lights, signage, cameras and then the inside will be outfitted with new desks and filing cabinets. Signage will include how to work the exterior gate and video surveillance.

7.3 Inspections and Maintenance Reports

a) Kymy's Crescent Culvert (moved from 7.6.c – Common Property – Miscellaneous)

Mark is waiting for the pre-cast concrete to arrive for this project.

b) Wallace Wood Way Culvert

A bit more work needs to be done to the culvert.

7.3 [Inspections and Maintenance Reports \(Cont'd\)](#)

c) [Kline Ridge Culvert](#)

This project will be addressed next year.

7.4 [Special Projects](#)

a) [Telus](#)

BC Hydro has now completed their review of the current pole infrastructure. Doedy noted that there are 70 pole anchors that need to be put in place. BC Hydro can do 2 anchors per day and they work year-round no matter the weather. They will use any poles that are currently onsite to fill in any gaps prior to purchasing new ones. All lines will be done aerial if possible. Lines will be laid from the top of the mountain and then working their way down. Once all lines have been laid then the Telus Drop Team will come in door-to-door. Once the project is completed and decommissioned, poles and materials will be sold to recoup any unforeseen costs. Until BC Hydro has completed putting in the anchors, Telus cannot commit to a completion date at this time.

b) [Emergency Access Committee](#)

The Committee remains in place, but activity has been suspended until the completion of the bridge, which is expected at the end of November 2020. Once the bridge is in place, the Committee will see what the access road conditions are and will report back to Council to share their findings with owners through the Minutes.

Council wants to remind owners that Mr. Thomas Ivanore is not a member of the Emergency Access Committee nor does he have permission to speak on theirs or Council's behalf.

It was noted that there is funding currently available if the Strata wanted to create an Emergency Preparedness Committee.

7.5 [Water System](#)

a) [Well #24 Update](#)

Council informed owners that all water restrictions have now been lifted.

The final pump and water tests were completed on September 27, 2020 for Well #24. Results should be received prior to the end of October 2020.

7.6 Miscellaneous

- a) Paul's Place Roadway  
DEFERRED. This project has been deferred until next year.
- b) Revamp of the LQRV Website  
Doedy is continuing to work on the website as time permits.
- c) Kymy's Crescent Culvert  
Item has been moved to Item 7.3 under Inspections and Maintenance Reports.
- d) Garbage and Recycling  
No plastic bags, film wrap, bubble wrap and the like are allowed in the recycling bin. When those items are in the put in the recycling bin, the whole bin is considered contaminated trash and we pay the significantly higher tipping fees. Hard plastics, including yogurt, margarine and condiment containers are accepted. NO glass is accepted due to the sorting machines used. We ask that all owners ensure that they are not contaminating our recycling.

As well, people have been leaving all sorts of items at the garbage area. The costs of properly disposing of all of these items increases owners Strata fees. The Strata received 6 infractions last month alone. When our recycling is contaminated, we pay an extra \$14.00 per yard of material, which can add up to hundreds of dollars per month. Smaller signs are being made up on fluorescent coloured paper that will be laminated, have hooks attached and then be hung on each of the recycling bins each Monday morning when the bins are opened.

Item #8

POLICY, PROCEDURES AND LEGAL

8.1 Civil Resolution Tribunal (CRT) Cases & Court Cases

- a) SL186 – CRT Case  
Council received the CRT decision of August 26, 2020 and note that all of the owner's claims were dismissed. However, the Strata was ordered to give the owner access to the water utility. Accordingly, Council reinstalled the exact same connections the previously had. The document is attached to the Minutes and will be posted on the LQRV website.

8.1 [Civil Resolution Tribunal \(CRT\) Cases & Court Cases \(Cont'd\)](#)

- b) [Judith and Noel Munkholm Civil Claim – BCSC Action No. VLS-S-S-1611350](#)  
There was nothing new to report.
- c) [SL288 – CRT Filing Notice](#)  
Council is expecting a decision from the CRT on whether the time limit applies to the fence by the middle of October 2020.
- d) [Office of the Information and Privacy Commission \(OIPC\) Complaint against the Strata Corporation and Trish Curtin.](#)  
This case was filed on June 10, 2020. The Strata Corporation through Council complied with an owner's request, under Section 36(1)(a) of the SPA (Strata Property Act) and released an unredacted copy of an item of correspondence. Council will not be discussing the complaint against Ms. Trish Curtin herself.

**Item #9** [DESIGN REVIEW COMMITTEE \(DRC\)](#)

9.1 [Design Review Committee \(DRC\) Applications and Construction](#)

- a) [SL046](#)  
The DRC approved their application for the construction of a new home.
- b) [SL091](#)  
The DRC approved the septic field support structure repairs.

**Item #10** [FINANCIAL REPORT AND EXPENDITURES FOR APPROVAL](#)

10.1 [Year-to-Date Revenue and Review of Receivables](#)

The Treasurer's Report will be attached to the Minutes.

10.2 [Report on Collection Decisions and/or Directives](#)

There was nothing outstanding to report.

10.3 [Report on Special Projects](#)

There was nothing outstanding to report.

Item #11

EVENTS

There are no current events.

Item #12

CORRESPONDENCE

12.1

Correspondence Summary

SL002 – Email: Request for door to be put on Storage Unit. Email: Inquiry to complaint of junk being dumped in their Storage Unit, would like to put a door on it.

SL020 – Email: Thank you to Council for updates to the Gatehouse as well as a big hug to the Meadowood resident who did the rock hearts and flowers.

SL029 – Email: Complaint for telephone noise problems. Hand Delivered: Complaint of telephone problems and they are not willing to wait until completion of the phone system to have improved service. Hand Delivered: Owners response expressing dissatisfaction with being reminded that the Strata phone system is unrepairable. Hand Delivered: Letter making various false, misinformed, fabricated and/or ridiculous accusations. Hand Delivered: Request to have unredacted copies of certain documents from SL288 and suggesting Council should have attached a copy of a letter from SL288 to Minutes.

SL032 – Email: Inquiry regarding water supply in case of fire within the community.

SL040 – Email: Information forwarded regarding a Facebook post. Email: Information forwarded regarding Secondary Route Out – Emergency Exits.

SL044 – Email: Request for Council contact information for property disclosure statement.

SL046 – Email: Information forwarded for septic information from VIHA records.

SL056 – Email: Request for all communications from SL288 from January 2020 to current date.

SL061 – Email: Request for copies of receipts issued to Mara Industries for 2020. Email: Inquiry on E-notice forms. Email: Stating Consent Form sent over a year ago and summarizing s. 36 of the SPA. Email: Clarification of request to include Summary of Payments and copies of cheques issued to Mara Industries from January 1, 2020 to current date.

SL065 – Email: Thank you to Council for diligent efforts to bring the Strata up to spec. Email: Inquiry to ditch clearing and debris spilling onto private property. Email: Inquiry to state of Title Certificate.

12.1 Correspondence Summary (Cont'd)

SL079 – Email: Information forwarded from CHOA for Council to review regarding Strata Contractors and Employees being targets of bullying. Email: Inquiry into work done by the Emergency Access Committee that was not authorized by owners. Email: Work Order requested as ditches are rapidly becoming overgrown. Email: Inquiry to the validity of SL258 request at the 2019 AGM to create an Emergency Access Committee. Email: Inquiry into the LQRV Action Plan for Emergencies. Email: Owners response to Council regarding misinformation being circulated from SL258. Email: Hearing request regarding the Emergency Access Committee. Email: Confirmation required regarding Hearing request. Email: Confirmation of date and time of hearing request and will be forwarding presentation documents. Email: Presentation documents for Hearing.

SL085 – Email: Thank you to Council for Owner's Notice.

SL091 – Email: LQRV August Newsletter.

SL108 – Email: Thank you and appreciation note to Council. Email: Inquiry into Storage Units.

SL120 – Email: Notified Council of questionable garbage disposal on private lot.

SL 134 – Email: Request tree removal authorization.

SL135 – Email: Inquiry to if a boat can be stored in their Storage Unit.

SL138 – Email: Owners response to Council letter on illegally left garbage.

SL141 – Email: Owners response to Council letter for Storage Unit clean up.

SL147 – Email: Thank you to Council for hard work and what they've accomplished in such a short time. Email: Request for status update on the Judith and Noel Munkholm Civil Claim and Storage Units.

SL159 – Email: Request for copy of Storage Unit cleanup letter.

SL165 – Email: Thank you to Council for the Gatehouse upgrades and suggested to Council to address the misleading letter being circulated from SL258 to assure owners that the Strata Corp must have owner's permission through voting at an AGM in order to spend money. Email: Thank you to Council for Owner's Notice.

SL168 – Email: Inquiry into hobby farming.

SL193 – Email: Thank you to Council for Owner's Notice.

SL193 – Email: Request to advertise in the buy/sell section of the Newsletter.

SL217 – Email: Informed Council that the exit gate is scraping the curb around the Gatehouse, inquiry if gate was replaced with a new one or just the entry pad.

SL221 – Email: Second Work Order requested for hole in the road of Kymy's Crescent and Jay Belle Trail.

SL232 – Email: Owners response to Council letter on illegally left garbage.

SL238 – Email: Request for clarification on Storage Unit cleanup letter.

SL241 – Email: Informed Council of the Taylor Walk garbage area being used as a dumping ground.

SL255 – Email: Thank you to Council for Owner's Notice and request to advertise in the buy/sell section of the Newsletter.

12.1 Correspondence Summary (Cont'd)

SL258 – Email: Request for copy of the original Insurance Policy for the Strata Corp. from 2005. Email: Information conveying the owner's ideas on Emergency Access and making uninformed/incorrect statements about how a Strata Council should operate. Email: Repeats request regarding original Insurance Policy, after receiving a response from Council to their first request. Email: Request to have name spelled correctly on all documentation. Email: Providing uninformed and/or incorrect information on various Strata matters and the planned community centre on Meadowood.

SL266 – Email: Complaint of dog off leash for SL172 and reported abandoned vehicle by SL143.

SL270 – Email: Requested Council's support in the joining of SL270 and SL271.

SL275 – Email: Thank you for Minutes and comment on correspondence workload.

SL276 – Email: Owners response to Council letter for Storage Unit cleanup. Email: Owners response to Council's letter of questionable garbage being disposed on private lot, confirmed removed.

SL282 – Email: Inquiry if Council had any Agenda items for meeting with RV Lot owners.

SL283 – Email: Offered assistance with any Bylaw reviews. Email: Offered suggested Bylaw wording.

SL288 – Email: Work permit proposal on Common Property.

SL??? – Email: Reported a road incident.

Email: Don Buchner - August water report.

Email: Deepti Tripathi, Suncorp - Insurance replacement appraisal of LQRV.

Email: Waste Management – recycling contamination.

Email: Mark & Sandra Winter – Inquiry to the ability to expand RV Lots.

Email: Andrea Fammartino, Lawyer – CRT Case SL288 – Preliminary argument.

Email: Waste Management – recycling contamination again.

Email: Reema El-Ghazawi, Suncorp – Insurance appraisal.

Email: Laine Coopsie, OIPC Investigator – Requesting meeting.

Email: Melissa Tomlinson – Neighbourhood Community Grants.

Correspondence was also received regarding Service Provider work orders and updates, E-Notice Forms, Forms B and F, gate clickers, mailbox keys, personal account information, Strata Fee inquiries, invoices, payments, updated contact information, gate directory, Telus Drop permissions, website inquiries, lawyer and realtor general questions of potential lot sales.

**Item #13**                      **NEXT MEETING DATE**

Council will next meet October 26, 2020 @ 6:30 p.m.

Meeting will take place via teleconference.

**Item #14**                      **BY-LAW ENFORCEMENT (IN CAMERA)**

- a) SL138 – A warning letter sent to owner for the illegally dumping of garbage with personal mail found inside around the garbage bin area – Strata Bylaw 40(1).
- b) SL172 – A letter was sent for walking a dog off leash on Common Property – Strata Bylaw 38(1).

**Item #15**                      **ADJOURNMENT**

Trish adjourned the meeting at 7:55 p.m.

DRAFT



Little Qualicum River  
VILLAGE

## **NOTICE TO OWNERS SEPTEMBER 17, 2020**

### **COUNCIL MEETING RESCHEDULED**

The September 21, 2020 Regular Council meeting has been rescheduled to September 28, 2020. The Agenda for that meeting will be posted by September 21, 2020.

### **TELUS**

We know it's been a long time coming, but Telus assures us that B.C. Hydro is making good progress and Telus still expects the system to be installed by the end of the year. Telus reps have not yet begun the door to door part of the process but are expected to commence soon. We will update owners when we receive a start date for that. All Telus personnel will be wearing clothing identifying them as a 'Telus' rep. Telus has received over 70 drop per permissions so far. We remind you to take a few minutes to provide your permission for a line drop to your lot. (You are not agreeing to connect your home and/or receive any services. Just to have line dropped to your lot from the B.C. Hydro Pole.) If you have trouble with the link, send us an e-mail. Those who do not use the internet, can mail us a note or drop it in the gatehouse door mail slot. We will add all of you to a drop permission list being compiled for Telus.

Link to complete drop permissions: [https://www.telus.com/en/internet/fibre/connect-to-the-purefibre-network?INTCMP=VAN\\_lgrv](https://www.telus.com/en/internet/fibre/connect-to-the-purefibre-network?INTCMP=VAN_lgrv)

### **AGM**

As the new phone system is expected to be in by year end, we hope to hold our AGM via ZOOM in January or February. Tony Gioventu of CHOA relates strata corporations have had very good success holding their Annual meetings by Zoom with as many as 500 attendees. We appreciate we have owners who do not use the internet, but we cannot delay the AGM beyond the end of February, if the new phone system is in and we will therefore be capable of holding the meeting via Zoom. We hope those who do not use the internet can enlist the help of a friend or family member in their bubble who does use the internet.

### **MISINFORMATION BEING CIRCULATED**

We have again been asked to address the misinformation being circulated by Thomas Ivanore that states Council plans to impose huge special levies and take owners' homes when they do not pay. The information is inaccurate. Council cannot impose a special levy or make decisions regarding major changes to common property or assets without owners input and vote.



## Little Qualicum River VILLAGE

Owners must make those decisions at an Annual or Special General Meeting. Owners cannot vote on things throughout the year as part of ad hoc public consultations. The AGM is the time for presenting information to owners. During the year, Council informs owners via the Council Meetings and, in our case, by posting documents on the strata website. All owners are strongly encouraged to attend the AGM and participate in the decision-making process that will determine what the strata fees are and whether any special levies apply.

Having some owners going around 'putting numbers to' things as Mr. Ivanore suggests, does not produce reliable figures and that is why we use certified and qualified professionals. For example, the Engineer's Water System Assessment report estimates the cost of bringing well 24 online at \$250,000. We would need to factor in other amounts, such as the costs of the easement and fencing. If the desired results are achieved by the last testing (rescheduled from September 12 to September 23), owners at the AGM will decide if they wish to fund that by way of special levy, which will be less than \$1,000 per lot.

We will not be bringing any special levy resolution forth regarding the storage units as further input is required from owners to decide the how they wish to proceed. We are still awaiting the engineering report for Abbey Road. The certified and qualified professionals the Strata engaged regarding Abbey Road will be providing reliable estimates for a variety of options. Council is also working on an additional solution for Abbey Road for owners to consider. The costs of maintaining and repairing the strata-operated septic systems will be included in the annual operating budget.

At this time, no significant changes to the operating budget (strata fees) are expected. However, that could change if our insurance premiums increase significantly. We do not have the renewal quote yet.

Council will be offering AGM information sessions to owners before the meeting date again this year. We also hope to have a Zoom information session before the AGM.

### **INSURANCE**

We provided an update to the insurance company and provided photos illustrating that the strata have addressed all of their concerns, except for the repair or replacement of the storage unit building themselves. As mentioned, we have not yet received the renewal proposal from our insurance broker.

### **RESOLUTIONS**

The deadline for submitting resolutions for the AGM is September 30, 2020.



## Little Qualicum River VILLAGE

**THE OWNERS, STRATA PLAN VIS 4673,  
also known as LITTLE QUALICUM RIVER VILLAGE**

### **STRATA CORPORATION PRIVACY POLICY**

The *Personal Information Protection Act* of British Columbia (PIPA) requires strata corporations to have a privacy officer and to develop and follow policies and practices necessary to meet their obligations under PIPA. The Office of the Information Privacy Commissioner (OIPC), in its *Privacy Guidelines for Strata Corporations and Strata Agents*, has confirmed the requirement for strata corporations to create and follow a privacy policy. This document is the Privacy Policy of The Owners, Strata Plan (the “**Strata Corporation**”).

This Privacy Policy will address the following, among other things:

1. Purposes for Collection, Use or Disclosure of Personal Information
2. Description of Personal Information Collected
3. Collection of Personal Information
4. Consent and Withdrawal of Consent
5. Use and Disclosure of Personal Information
6. Retention of Personal Information
7. Personal Information of Employees and Independent Contractors
8. Security of Personal Information
9. Correction of Personal Information
10. Provision of Access to Personal Information
11. Role of the Privacy Officer

PIPA provides rules about collecting, using and disclosing personal information while at all times trying to provide the appropriate balance between two essential principles:

- (a) The right of an individual (such as an owner, tenant or occupant) to the protection of his or her personal information; and

- (b) The need of an organization (the strata corporation) to collect, use and disclose information for reasonable statutory purposes, subject to statutory requirements.

## **DEFINITIONS FOR THE PURPOSES OF THIS PRIVACY POLICY**

**“personal information”** – PIPA defines personal information as information about an “identifiable individual” and includes things such as name, age, weight, height, home address, home phone number, race, ethnic origin, sexual orientation, medical information, marital status, religion, finances, education and employment, as well as factual accounts or opinions about that individual. For example, one owner’s opinion of another owner would be the personal information of the person being described.

Some of the common types of personal information that strata corporations manage include:

- name, address and phone number
- debts or other amounts owed to the strata corporation by an owner

**“contact information”** - Personal information does not include “contact information”, which is information that enables an individual to be contacted at a place of business. Contact information includes a person’s name, business address, business telephone number, business fax number and business email address.

**“employee personal information”** - personal information about an individual that is collected, used or disclosed solely for the purposes reasonably required to establish, manage, or terminate an employment relationship between the organization and that individual, but does not include personal information that is not about an individual’s employment.

Employee personal information is a distinct category of personal information. PIPA has special rules for the collection, use and disclosure of the personal information of employees. An employee is someone employed by the strata corporation (it includes a volunteer not being paid for performing services for the organization but does not include an independent contractor). A strata council member, who is a volunteer, would still be considered an “employee” of the strata corporation under PIPA.

**“express consent”** - means that the individual specifically consents either orally or in writing to the strata corporation collecting, using or disclosing his or her personal information for specified purposes. For example, a strata corporation might obtain express consent from an owner or tenant to collect personal information to allow the strata corporation to automatically deduct monthly strata fees from a bank account.

**“implied consent”** - is considered to be given when an individual, knowing the purpose for the collection of his or her personal information, voluntarily gives the information to the strata corporation. For example, owners or tenants who sign a volunteer sheet for yard clean-up have provided implied consent to be contacted by the strata corporation for that purpose. It is not necessary for words of consent to be used.

**A. COLLECTION OF PERSONAL INFORMATION**

1. PIPA requires that the Strata Corporation must not collect personal information unless:
  - (a) the owner, tenant or occupant gives consent to the collection;
  - (b) PIPA authorizes the collection without the consent of the owner, tenant or occupant; or
  - (c) PIPA deems the collection to be consented to by the owner, tenant or occupant.
2. The Strata Corporation will only collect the minimum amount of personal information that is reasonable for the Strata Corporation to fulfill its obligations under the *Strata Property Act* (SPA) and other relevant legislation.
3. The purposes for which personal information is collected by the Strata Corporation may include:
  - (a) identifying and communicating with each strata lot owner, tenant and/or occupant;
  - (b) processing strata fee and special levy payments;
  - (c) responding to emergencies;
  - (d) investigating complaints with respect to bylaw and rule contraventions;
  - (e) ensuring the orderly management of the Strata Corporation;
  - (f) complying with statutory and regulation requirements; and
  - (g) (if applicable) allowing for the use of video surveillance to ensure the safety of owners, tenants and guests while on common property.
4. The Strata Corporation will make reasonable efforts to restrict the collection of personal information to:
  - (a) names, addresses and phone numbers; and
  - (b) emergency contact information.
5. The Strata Corporation will not collect, use or disclose personal information except for the identified purposes unless it has received further consent from the individual, or as permitted or required under PIPA or SPA.

**B. CONSENT AND WITHDRAWAL OF CONSENT**

1. The Strata Corporation will get an individual's consents to collect, use or disclose their personal information, except where the Strata Corporation is legally authorized or required by law to do so without consent.

**With Consent:**

2. The Strata Corporation may obtain express consent from an owner or tenant to collect personal information to allow the Strata Corporation to automatically deduct monthly strata fees from a bank account. Individuals are considered to have given implied consent when the purpose for collection, use or disclosure of personal information would be considered obvious and the individual voluntarily provides personal information for that obvious purpose.
3. Some individuals may volunteer personal information to the Strata Corporation. Before collecting or recording such personal information, the Strata Corporation shall determine whether it has the consent of the person who provided the information to use it or disclose it to others. The Strata Corporation shall decide whether or not to return the personal information to the person providing it, to destroy the information immediately, or to retain that information. If the Strata Corporation decides to retain this personal information in its records, it shall determine how long the personal information should be stored before it is securely destroyed.

**Without Consent:**

4. Section 35 of SPA provides authority for the Strata Corporation to collect personal information without the consent of owners or tenants in order to create the following records:
  - (a) minutes of annual general meetings, special general meetings and strata council meetings, including the results of any vote;
  - (b) a list of council members;
  - (c) a list of owners with their strata lot addresses, mailing addresses (if different), strata lot numbers as shown on the strata plan, parking stall numbers (if any), and unit entitlements;
  - (d) a list of names and addresses of mortgagees who are individuals, not organizations, who have filed a Form C Mortgagee's Request for Notification under SPA;
  - (e) a list of names of tenants;
  - (f) a list of assignments of voting or other rights by landlords to tenants under SPA;

- (g) books of account showing money received and spent and the reason for the receipt or expenditure; and
  - (h) any other records required by the *Strata Property Regulation*, for example a list of contractors and subcontractors responsible for the original construction of the strata corporation.
5. The Strata Corporation may also collect personal information pursuant to SPA provisions, for example sections 35(2), 59, 115 and 116.
- (a) Section 35(2) of SPA identifies a number of records to be retained by the Strata Corporation, a number of which will contain personal information of owners, tenants, occupants and others.
  - (b) Section 59(3) of SPA lists the information that must be included in a Form B Information Certificate, including the amount an owner owes the Strata Corporation, strata fees payable, parking stalls and storage locker numbers.
  - (c) Section 115 of SPA relates to a Form F Certificate of Payment, in relation to monies that are owed by an owner to the Strata Corporation.
  - (d) Section 116 of SPA relates to a Form G Certificate of Lien. If an owner owes money to the Strata Corporation, the Strata Corporation may have registered a lien against an owner's strata lot at the Land Title Office.
6. The Strata Corporation may have from time to time bylaws requiring that owners and tenants provide the following personal information so that the strata council can properly manage the Strata Corporation:
- (a) personal information collected through the use of video surveillance equipment;
7. The Strata Corporation might also collect personal information without the consent of the owner, tenant or occupant, examples of which include:
- (a) The collection is clearly in the interests of the individual and consent cannot be obtained in a timely way.
  - (b) It is reasonable to expect that collection with the consent of the individual would compromise the availability or the accuracy of the personal information, and the collection is reasonable for an investigation or a proceeding. The Strata Corporation may collect personal information without consent for the purpose of investigating complaints about bylaw infractions only if obtaining consent would compromise the availability or the accuracy of the information. As well, the collection of the information must be reasonably required for the investigation.

- (c) Personal information that is reasonably required to collect amounts owing to the Strata Corporation.
- (d) The personal information is available from a public source, such as a telephone directory.

**Withdrawal of Consent:**

8. An individual may withdraw consent to the collection, use or disclosure of his or her personal information by giving the Strata Corporation reasonable notice that the person is revoking his or her prior consent. However, if the personal information is required pursuant to sections 35, 59, 115, 116 or another section of SPA, or pursuant to the Strata Corporation bylaws, then consent may not be withdrawn. For example, an individual could not withdraw his consent to his personal information being used to collect outstanding strata fees, especially if it would frustrate the performance of such a legal obligation. Where the withdrawal of consent is permitted, the Strata Corporation will inform the individual seeking to withdraw his or her consent to the collection, use or disclosure of his or her personal information of the potential consequences of such a withdrawal of consent.

**C. USE AND DISCLOSURE OF PERSONAL INFORMATION**

**Use:**

1. The Strata Corporation can use personal information for the purposes for which it was collected.
  - (a) The “primary purposes” for which personal information is collected by the Strata Corporation shall be identical to those purposes identified in the Strata Corporation’s privacy policies and procedures.
  - (b) Any other use of the personal information would be an unauthorized secondary use of personal information unless the individual the information is about has consented to the change in use or PIPA authorizes the change in use without the individual’s consent.
  - (c) The Strata Corporation will ensure that it uses only the minimum amount and type of personal information necessary to carry out those primary purposes.
2. The Strata Corporation may use personal information without consent for the same reasons that it may collect personal information without consent, as provided above. Those situations include, but not exhaustively, emergencies, the investigation of bylaw infractions, the collection of amounts owing or if otherwise authorized by PIPA or other laws.

**Disclosure:**

3. The Strata Corporation may disclose personal information to someone else including another organization, providing the Strata Corporation fulfills the same purposes that it relied upon when collecting it and those purposes would be considered appropriate by a reasonable person. The Strata Corporation will ensure that it discloses only the minimum amount of personal information necessary to carry out those purposes.
4. If express consent is given to the Strata Corporation, it may disclose personal information to a third party. If express consent is not obtained, there are still certain circumstances that allow the Strata Corporation to disclose personal information without the consent of the individual. These are generally the same situations for which the Strata Corporation can collect or use personal information without consent, including but not exhaustively, emergencies, the investigation of bylaw infractions and the collection of amounts owing. In addition, the Strata Corporations may disclose personal information without consent to a lawyer who is representing the Strata Corporation.
5. If it is required to or authorized by law, the Strata Corporation can disclose personal information without consent. For example, s. 36 of SPA states that, on receiving a request, the Strata Corporation must make the records referred to in s. 35 of SPA available for inspection by, and provide copies to, an owner or other person authorized in writing by an owner or tenant to inspect and obtain copies of records for their benefits. Section 35(2)(k) of SPA specifically identifies correspondence to and from the strata corporation as a "record" (which includes correspondence to and from owners, tenants and occupants) that that the Strata Corporation must retain.
6. The Strata Corporations may receive requests for personal information from federal, provincial or municipal government agencies or law enforcement agencies such as the police. If the Strata Corporation is asked to disclose personal information to a public body or a law enforcement agency without a warrant, subpoena or court order, the Strata Corporation will do its best ensure that the request is a bona fide request in aid of an investigation in considering whether or not to disclose the information. The Strata Corporation will confirm that the disclosure is to a public body or a law enforcement agency in Canada, which concerns an offence under Canadian laws, and which would assist in their investigation or making a decision whether or not to undertake an investigation. The disclosure of personal information should be such that its disclosure will assist the public bodies in determining whether the offence has taken place or whether charges should be laid or the offence should be prosecuted.
7. If a public body or a law enforcement agency makes an oral request to the Strata Corporation for an owner or tenant's personal information, the Strata Corporation will request that the agency put its demand in writing, set out its statutory authority for making the request, and provide the agency's internal file number. For example, the

police may request access to video surveillance or access records for their investigation into a criminal act.

**D. RETENTION OF PERSONAL INFORMATION**

1. Pursuant to PIPA, if the Strata Corporation uses the personal information of an owner, tenant or occupant to make a decision that directly affects the individual, it must keep that information for at least one year after the date of that decision.
2. As required by PIPA, the Strata Corporation shall destroy or securely dispose of personal information when it is no longer needed to fulfill the purpose for which it was originally collected or retention is no longer necessary for legal or business purposes, and it is no longer required to be maintained by SPA.
3. If other laws require personal information to be retained longer than set out in PIPA, the Strata Corporation will ensure that it complies with the longer retention period applies. For example, Part 4.1 of the *Strata Property Regulation* stipulates that the Strata Corporation must retain (all of which may contain personal information):
  - (a) permanently any decision of an arbitrator or judge in a proceeding in which the Strata Corporation was a party, and any legal opinions obtained by the Strata Corporation;
  - (b) for at least six years all minutes of annual and special general meetings and council meetings, the book of accounts showing money received and spent and the reason for the receipt or expenditure, waivers and consents under ss. 41, 44 or 45 of SPA, the budget and financial statement for the current year and for previous years, bank statements, cancelled cheques and certificates of deposit, information certificates issued under s. 59 of SPA and written contracts to which the Strata Corporation is a party;
  - (c) for at least two years all correspondence sent or received by the Strata Corporation and strata council;
  - (d) current copies of the following records and documents: a list of council members, a list of owners (with their strata lot addresses), mailing addresses (if different), strata lot numbers as shown on the strata plan, parking stall numbers (if any), unit entitlements, names and addresses of mortgagees who have filed a Form C Mortgagee's Request for Notification, names of tenants, and assignments of voting or other rights by landlords to tenants under ss. 147 and 148 of SPA; and
  - (e) for various time periods the records and documents given to the Strata Corporation by the owner developer under s. 20 of SPA, or obtained by the Strata Corporation under s. 23 of SPA.

**E. PERSONAL INFORMATION OF EMPLOYEES AND INDEPENDENT CONTRACTORS**

1. Since employee personal information is a distinct category of personal information, PIPA has special rules for the collection, use and disclosure of the personal information of employees. An employee is someone employed by the Strata Corporation, and includes an unpaid volunteer performing services for the organization but does not include an independent contractor. A strata council member, who is a volunteer, is still be considered an “employee” of the Strata Corporation under PIPA.
2. The Strata Corporation shall not disclose, without the explicit consent of the employee, an employee’s personal cellphone number or personal email address to other strata lot owners, tenants and occupants.
3. Employee personal information does not include contact information or work product information. If an employee makes a request for access to their own personal information, the response from the Strata Corporation does not have to include the employee’s work product information. The Strata Corporation acknowledges work product information may contain personal information about other individuals, in which case such individuals would be entitled to their own personal information if they made a request under PIPA.
4. With the exception of s. 18 of PIPA, if the Strata Corporation intends to disclose employee personal information without the consent of the individual, the Strata Corporation will notify that employee of the material that it intends to release and the purposes for the disclosure prior to the release of the materials. Section 18 of PIPA states that there are certain circumstances where the Strata Corporation would not be obligated to provide prior notice to the employee; for example a situation where seeking the consent of the individual would compromise an investigation or proceedings and the disclosure is reasonable for those purposes.

**F. SECURITY OF PERSONAL INFORMATION**

1. The Strata Corporation will do its best to implement reasonable security arrangements to protect personal information from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks. These risks include:
  - (a) someone being able to read, collect, use, copy or disclose personal information when he or she is not supposed to be able to;
  - (b) someone stealing or losing personal information; or
  - (c) someone changing, destroying or improperly disposing of personal information.
2. The following security measures will be followed:

- (a) locking file cabinets and areas where files that contain personal information are stored;
- (b) if there is a strata manager's office or strata council meeting room, ensuring a "clean desk" policy is followed. In other words, when records containing personal information are not being used, they are stored in a locked filing cabinet as opposed to being left on a desk;
- (c) allowing only authorized individuals access to files;
- (d) when storing personal information on a portable storage device, such as a laptop computer, that device shall have a wire cable and lock attaching it to something solid such as a heavy desk, which prevents someone easily walking off with it. When the laptop is not being used, it shall be stored in a locked cabinet;
- (e) ensuring that all personal information stored on a personal computer or other electronic storage device is encrypted;
- (f) since PIPA requires that the Strata Corporation take reasonable security measures for the protection of personal information under its care and control, the Strata Corporation will endeavor to ensure that when a person wishes to discard a computer or any other memory storage device, it shall be physically destroyed or completely erased using appropriate commercially available wiping software programs;
- (g) shredding papers containing personal information rather than just placing them in a garbage can or recycling bin;
- (h) developing and implementing confidentiality policies for members of the strata council;
- (i) ensuring that strata council members understand that the personal information they are privy to is only to be used for Strata Corporation business and not for sharing with their neighbours or spouses; and
- (j) ensuring that any third party hired to manage personal information on behalf of the Strata Corporation is aware of and bound by the Strata Corporation's privacy policy.

## **G. CORRECTION OF PERSONAL INFORMATION**

1. The Strata Corporation will make a reasonable effort to ensure that personal information collected by or on its behalf is accurate and complete. If the Strata Corporation uses that personal information to make a decision about that owner, tenant or occupant, or if the Strata Corporation intends to disclose personal information

to another organization, such as a strata management company or its representative, it will ensure the records are accurate and complete.

2. The Strata Corporation acknowledges that an owner, tenant or occupant who believes there is an error or omission in his or her personal information under the control of the Strata Corporation may ask, in writing and with sufficient detail to identify the personal information, the Strata Corporation to correct the personal information.
3. If the Strata Corporation determines, on reasonable grounds that the information should be corrected, the Strata Corporation will do so as soon as possible and send the corrected information to every organization to which it disclosed the incorrect information during the year before the correction is made. If the Strata Corporation determines that the information in its records is correct and therefore declines the request to correct, it will attach a note to the records showing the corrected information requested by the individual whose personal information it is was requested but not made.

#### **H. PROVISION OF ACCESS TO PERSONAL INFORMATION**

1. The Strata Corporation may receive two different types of requests for information. One is a request for personal information made under PIPA. The other is a request made for Strata Corporation records pursuant to SPA. The Strata Corporation acknowledges that there are different rules for each type of request.

##### **Access under PIPA:**

2. Owners, tenants and occupants have a right to request access to their own personal information, to know how their information is or has been used, and to whom the Strata Corporation has disclosed the information. Pursuant to PIPA, the Strata Corporation may charge a minimal fee for providing copies of records that contain personal information, but must not charge a fee to an employee for giving access to that employee's own personal information.
3. PIPA does not give an individual the right to request and receive someone else's personal information unless that other individual provides written authorization for that access. In addition, PIPA does not provide a right of general access to the Strata Corporation's records (see, however, "Access under SPA" below).
4. Pursuant to PIPA, the Strata Corporation will respond to written requests for personal information within 30 business days. The response must include:
  - (a) a statement of whether or not the person is entitled to access the requested records;
  - (b) if access is denied, the reasons and legal authority for refusing access; and

- (c) the name and contact information of someone who can answer questions about the response.
- 5. In some circumstances, the Strata Corporation will refuse a person's request to access their own information. For example, s. 23 of PIPA lists some exceptions, including if disclosure would put another person's safety at risk, would harm an investigation or legal proceeding, would reveal someone else's personal information, or would reveal confidential business information. The Strata Corporation will, wherever possible, sever the record, and withhold only the information that PIPA allows or requires the Strata Corporation to refuse to disclose and release the remainder of the record.
- 6. If an individual is not satisfied with the Strata Corporation's response, he or she may ask the OIPC to review the matter. Anyone can request their own personal information that is being retained by the Strata Corporation. Despite the fact that the person requesting the information is not an owner, tenant or occupant of the strata complex, the Strata Corporation acknowledges that it is still obliged to respond to this person's request pursuant to PIPA.

**Access under SPA:**

- 7. Pursuant to s. 36 of SPA, any registered strata lot owner, a tenant who has been assigned a landlord's right to obtain copies of documents, tenants who are family members (as defined in the Strata Property Regulation), tenants who have leases of three years or greater, and any person authorized in writing by an owner or tenant can request copies of the records listed in section 35 of SPA.
- 8. The Strata Corporation acknowledges that it must comply with a request for records under s. 35 of SPA within two weeks of receipt of the request, unless the request is for the Strata Corporation bylaws or rules, in which case it has only one week to comply.
- 9. Under SPA, an owner or tenant is not entitled to receive any information relating to a lawsuit in which they are a party with an interest contrary to that of the Strata Corporation. In that case, the Strata Corporation is authorized, pursuant to s. 169(1)(b) of SPA, not to provide that owner or tenant with information or documents relating to the lawsuit, including any legal opinions kept by the Strata Corporation under s. 35(2)(h) of SPA.

**I. ROLE OF THE PRIVACY OFFICER**

- 1. PIPA requires that the Strata Corporation appoint one person to be accountable on the Strata Corporation's behalf for ensuring compliance with PIPA, referred to in this Privacy Policy as the "Privacy Officer". The Privacy Officer will vary from time to time and typically will be either a strata council member or a delegate of the Strata Corporation's managing agent. Upon request, the Strata Corporation will give individuals the Privacy

Officer's name and contact information (e.g., address, telephone number and email address).

2. The responsibilities of the Privacy Officer will include, but not exhaustively:
  - (a) ensuring that the Strata Corporation's privacy policy and procedures are being followed;
  - (b) responding to requests by strata owners and tenants for access to their personal information;
  - (c) reviewing personal information security safeguards, storage and retention policies and procedures on a periodic basis;
  - (d) responding to requests for access to personal information under PIPA; and
  - (e) handling all complaints in relation to the collection, use and disclosure of personal information under PIPA.

**Responding to a Privacy Complaint:**

3. Owners, tenants, occupants or guests should direct any privacy complaints, concerns or questions regarding the compliance of the Strata Corporation in writing to the Privacy Officer of the Strata Corporation setting out:
  - (a) contact information for follow-up purposes (address, phone number, email, etc.);
  - (b) preferred method for follow-up contact;
  - (c) the nature of the privacy complaint, concern or question;
  - (d) the date of incident giving rise to the complaint, concern or question;
  - (e) the date that the incident was discovered;
  - (f) particulars of who/what was involved;
  - (g) estimated number of individuals affected by this incident.
4. When a privacy complaint is received by the Strata Corporation, the written complaint will be immediately forwarded to the Privacy Officer responsible for ensuring compliance with this Privacy Policy and PIPA.
5. The Privacy Officer will:
  - (a) promptly acknowledge receipt;

- (b) investigate;
  - (c) contact the individual to clarify the complaint, if required; and
  - (d) follow a fair, impartial and confidential process.
6. The Privacy Officer will take all reasonable steps to ensure that:
- (a) if the Privacy Officer does not conduct the investigation, ensure that any person assigned to investigate the complaint is able to conduct it fairly, impartially and confidentially;
  - (b) the Privacy Officer has a working knowledge of PIPA;
  - (c) the investigation is not delegated to a person who is the subject of the complaint;
  - (d) the Privacy Officer or assigned investigator has ready access to all relevant records and Strata Corporation representatives who handled the personal information involved; and
  - (e) document all privacy complaints and every decision made resulting from the investigation.
7. If the Privacy Officer becomes aware, after investigation, of a privacy breach, the Privacy Officer will follow the key steps outlined in the online guide "Privacy Breaches: Tools and Resources, with the link <https://www.oipc.bc.ca/guidance-documents/1428>.
8. The Strata Corporation, through its Privacy Officer shall:
- (a) address privacy complaints quickly and effectively;
  - (b) identify and address any systemic or ongoing compliance problems;
  - (c) work toward rectifying the situation, including correcting policies and practices where necessary;
  - (d) notify the complainant of the outcome of the investigation and communicate any correction and prevention steps taken; and
  - (e) verify that any changes required to policies, procedures or practices have been made.
9. If an owner, tenant, occupant, visitor, or Strata Corporation employee or independent contractor is not satisfied with the response given by the Privacy Officer or the Strata Corporation to the privacy complaint, then that person has the right to contact the Office of the Information and Privacy Commissioner (OIPC) at:

Mailing Address: PO Box 9038, Stn Prov Gov't  
Victoria, B.C. V8W 9A4

Location: 4<sup>th</sup> Floor, 947 Fort Street  
Victoria, B.C. V8V 3K3

Phone: 250-387-5629

Fax: 250-387-1696

Website: [www.oipc.bc.ca](http://www.oipc.bc.ca)

## Strata Corporation VIS4673 Comparative Income Statement

August 2020	Actual 11/01/2019 to 08/31/2020	Budget 11/01/2019 to 08/31/2020	Annual Budget 11/01/2019 to 10/31/2020
<b>REVENUE</b>			
Strata Fees	528,399.04	528,399.54	528,399.54
Interest Revenue	308.65	0.00	0.00
Fines	1,750.00	0.00	0.00
Other/Extraordinary Income	1,785.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>532,242.69</b>	<b>528,399.54</b>	<b>528,399.54</b>
<b>EXPENSE</b>			
<b>Non Maintenance Expenses</b>			
Accountant Fees	3,150.00	3,000.00	3,000.00
Administration & Meetings	15,905.57	22,320.48	0.00
Bookkeeping	11,760.00	10,000.00	12,000.00
Computer Hardware/Software	1,283.12	2,950.00	3,050.00
Garbage Collection	27,540.02	28,000.00	33,600.00
Gate Monitoring	693.00	2,000.00	2,400.00
Hydro - Utilities	6,961.40	8,500.00	10,200.00
Insurance	14,861.50	15,416.60	18,500.00
Interest & Bank Charges	212.85	500.00	600.00
Legal & Consulting	64,252.90	84,300.00	120,000.00
Property Taxes - Lot 13 & 14	1,257.00	1,350.00	1,350.00
Strata Administration	2,512.59	0.00	25,265.00
Telephone	1,410.41	2,000.00	2,400.00
CRF - 2019-2020 Contributions	0.00	23,666.70	28,400.04
<b>Non Maintenance Expenses Total</b>	<b>151,800.36</b>	<b>204,003.78</b>	<b>260,765.04</b>
<b>Maintenance Expenses Total</b>	<b>164,424.35</b>	<b>234,045.00</b>	<b>267,634.50</b>
<b>TOTAL EXPENSE</b>	<b>316,224.71</b>	<b>438,048.78</b>	<b>528,399.54</b>
<b>NET INCOME</b>	<b>216,017.98</b>	<b>90,350.76</b>	<b>0.00</b>
<b>Extraordinary Expenses</b>			
New Gates	21,327.60	0.00	0.00
<b>NET INCOME</b>	<b>194,690.38</b>	<b>90,350.76</b>	<b>0.00</b>

**Strata Corporation VIS4673**  
**Cheque Log for 10350 CCCU Chequing from 08/01/2020 to 08/31/2020**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date	Times Printed	Entered into system	JE#	JE Date
458	Payment	Pacific SmartFX	4,824.75	08/03/2020	0	Yes	J1436	08/03/2020
459	Payment	Candice Pady	123.16	08/03/2020	0	Yes	J1438	08/03/2020
460	Payment	Tom Crasemann	793.71	08/03/2020	0	Yes	J1434	08/03/2020
461	Payment	Pacific SmartFX	11,171.60	08/05/2020	0	Yes	J1657	08/05/2020
462	Payment	Candice Pady	2,310.00	08/14/2020	0	Yes	J1675	08/14/2020
463	Payment	Jonathan Chmilar	146.00	08/14/2020	0	Yes	J1672	08/14/2020
464	Payment	Vancouver Island Paving	14,700.00	08/18/2020	0	Yes	J1670	08/18/2020
465	Payment	BC Hydro	1,283.08	08/20/2020	0	Yes	J1648	08/20/2020
466	Payment	Waste Management	2,073.38	08/20/2020	0	Yes	J1641	08/20/2020
467	Payment	Dana Mellway	10.00	08/17/2020	0	Yes	J1668	08/17/2020
468	Payment	Clark Wilson LLP Barristers...	3,117.96	08/20/2020	0	Yes	J1651	08/20/2020
469	Payment	ED Wowchuk	510.00	08/25/2020	0	Yes	J1666	08/25/2020
470	Payment	Condominium Home Owner...	575.00	08/25/2020	0	Yes	J1653	08/25/2020
471	Payment	Don's Home Repair & Plum...	5,131.73	08/25/2020	0	Yes	J1639	08/25/2020
472	Payment	Mara Industries Inc.	14,273.74	08/25/2020	0	Yes	J1724	08/25/2020
473	Payment	Mara Industries Inc.	9,714.36	08/25/2020	0	Yes	J1655	08/25/2020