AGENDA OF A REGULAR MEETING

STRATA COUNCIL VIS4673

Tuesday, December 10th, 2013 [Start Time 6:30 PM]

1670 Meadowood Way, Qualicum Beach

Little Qualicum River Village

1. Call to Order

2. Approval of Agenda

3. Approval of Previous Minutes from November 12th, 2013

4. Treasurer's Report

5. Old Business
   a.) Review Water System & Timeline Update
   b.) Update on Repairs to Storage Units

6. Reports
   a.) Design Review Committee
   b.) Common Property
   c.) Communications

7. Significant Events
   a.) Village Community Events
   b.) Corcan-Meadowood Residents Association Report

8. New Business
   a.) Status of Bylaw Registration
   b.) 2013-2014 Council Task List
   c.) CHOA Seminar – November 30th, 2013

9. Next Meeting Date

10. Adjournment

MINUTES OF A REGULAR MEETING

STRATA COUNCIL VIS4673
December 10th, 2013[Start Time 6:30 PM]
1670 Meadowood Way, Qualicum Beach

Council: **Dana Mellway, Edzo Kok, Korina Richard, Dick Shantz, Jackie Corkery Tim Peligren & Elaine Peligren**

Absent: **John Mainland, Marilyn Kopernick**

Guests: **Bob & Annie Donald, Gerald Wilms**

1. Call to Order

Dana Mellway, Vice-President, called the meeting to order at 6:32.

2. Approval of Agenda

Moved: **Edzo**
Second: **Tim**

That Council accepts the agenda as presented.

Carried

3. Approval of Previous Minutes

Moved: Tim
Second: Dick

Move that the minutes from the November 12th, 2013 Regular Council Meeting be approved and accepted as presented.

Carried

4. Treasurer's Report

Moved: Tim
Second: Dick

Move that Council accept the attached [Exhibit A1-A4] Treasurer's Report.

Carried

5. Old Business

a.) Review Water System and Timeline Update

Water System Timeline Update:

528872 BC Ltd. the Developer has received Construction Permit NO. W-CH-2567" [Exhibit B1] from Vancouver Island Health Authority to construct the water lines, install the automated system and install 2 disinfection units. The equipment is a special order and will take approximately two months to arrive with installation to follow.

Water System Report:

The Operator is now testing the water every two weeks as per Vancouver Island Health Authority approval. Only negative issues or failed tests will be posted on the LQRV web-site. The web-site has been updated to reflect this.

Attached is the report [Exhibit C1] for the November 1st to 30th time period from the Water System Operator.

b.) Update on Repairs to Storage Units

A permit was issued by the RDN. All work is completed and Council is waiting for the final inspection from the Region District of Nanaimo.

6. Reports

a.) Design Review Committee

Nothing to report.

b.) Common Property

Spare gatehouse camera has been located and will be installed.

Council has received verbal approval that the mailboxes can remain where they are. Written approval will be provided shortly. VIHA have requested that a man hole ring with a lid be installed over the well to protect it as part of the above permit.

Council will be in contact with Hydro contractor to find out when they will cut down the trees that Hydro has spray painted.

Council has updated the web-site with all the Emergency Contact information.

Telus will be sending a crew out to see what needs to be done to submit their bid for the Common Carrier License.

c.) Communications

Correspondence was received from Lots 68, 195, 67, 225, 167, 192.

7. Significant Events

a.) Village Community Events

The attached report [Exhibit D1] was provided by the Village Community Volunteers.

b.) Corcan- Meadowood Residents Association Report

The attached report [Exhibit E1] regarding upcoming events was provided.

Moved: Tim
Second: Dana

Move that we Allow the Corcan-Meadowood Residents' Association Emergency Preparedness Committee to canvas the residents regarding the Neighborhood

Emergency Preparedness Program and allow them to post the attached notification [Exhibit F1] at the mailboxes and on the LQRV web-site.

Carried

New Business

a.) Status of Bylaw Registration

Council received confirmation that the two Strata Property Act Bylaw resolutions approved at the November 2nd, 2013 15th Annual General Meeting were filed with the Victoria Land Title Office on December 5th, 2013 as per the attached [Exhibit G1-G9].

b.) 2013 – 2014 Council Task List

Council reviewed and assigned the twenty five items on the council task list.

c.) CHOA Seminar – November 30th, 2013

Elaine attended the full day training seminar hosted by CHOA. Attached [Exhibit H1] is a description of the material covered.

8. Next Meeting Date

The next Regular Council Meeting is scheduled for Tuesday, January 21st, 2014 at 6:30 p.m. located at 1670 Meadowood Way, Qualicum Beach, B.C.

10. Adjournment

Moved: Edzo
Second: Tim

There was no further business and the meeting adjourned at 8:35 p.m.

Carried

Dana Mellway, Vice-President — **Date** January 16/2014

Elaine Peligren, Recording Secretary — **Date** January 16/2014

[EXHIBIT A1-A4] A1

Minutes to December 10th, 2013 Council Meeting

Treasurer's Report

1. Find attached the 2014 VIS 4673 Strata Fees document.

2. The extra operating fund surplus confirmed by Brent Johnson CGA Ltd. for the year ended October 31st, 2013 = $16,727.
Owners will decide what to do with this amount in the budget for the year ended October 31, 2015.

3. Why does the strata choose to hold government and corporate bonds in it's contingency fund?
In 2010 a conscious decision was made to switch from GIC's to bonds.
There are advantages and disadvantages to each.
Some of the key issues include safety, liquid flexibility and investment income potential.

a. GIC's principal are guaranteed by the issuer (Bank, Trust Company etc.)
However, many people are not aware that if the financial institution issuing the GIC defaults then your principal is at risk.

b. Most GIC's have a term....2 year, 3 year etc .
Some GIC's are cashable before the maturity date without paying a penalty.
Regular GIC's you pay a charge or penalty for taking your money out early.
Bonds can be cashed as needed at the market rate.

c. The average GIC with 3 year term and 5 year term (per Bank of Canada stats) interest rates have been 1.28% and 1.78% respectively.
Based on the actual bonds that the strata has acquired and holding them through maturity compared to the average 3 year GIC term (rolled over the same term as the bond) will trigger $285,795 of incremental income versus that paid out by the GIC.
Assuming a 5 year term and same assumptions the incremental income = $251,100, by holding bonds and not GIC's.
See attached for details.

Specifically for the current year November 1, 2013 to October 31, 2014 by acquiring bonds the strata will earn incremental investment income of $12,314 versus the 3 year GIC and $10,804 on a 5 year GIC. Respectively, that has effectively reduced strata fees by $43.36 per lot compared to the yield on a 3 year term GIC or $38.04 on a 5 year term.

[EXHIBIT A1-A4] A2

2014 LQRV Fees

Full year fees

Strata fees	$925.00
Garbage fee	143.00
Total	$1,068.00

Installment Plan

1st Installment

Due no later than January 15th, 2014

Strata fees	$462.50
Garbage fee	143.00
Total	$605.50

$50 fine on strata fees levied/month starting on January 16th, 2014 until fully paid.
$10 fine on garbage fee levied/month starting on January 16th, 2014 until fully paid.

2nd Installment

Due no later than April 30th, 2014

Strata fees	$462.50
Garbage fee	0.00
Total	$462.50

$50 fine levied/month starting on May 1st, 2014 until fully paid.

Water

Invoices will be sent out January 1st, 2014.

Due no later than January 31st, 2014

$10 fine levied/month starting on February 1st, 2014 until fully paid.

Strata Corporation VIS 4673

Incremental Interest Earned on Bonds versus GIC's (Net of Bond Purchase Premium/Discount)

For the Period from date of Acquisition to Maturity

Bond Name	Date of: Purchase	Date of: Maturity	Face Value	Bond Interest Rate	GIC 3 Yr Avg. Interest Rate (2010-2013)	GIC 5 Yr Avg. Interest Rate (2010-2013)	Term Years	Incremental Interest Over Term (vs 3 Yr GIC)	Incremental Interest Over Term (vs 5 Yr GIC)
Prov. Of BC Bond matures Dec 18, 2020	2010	2020	$5,000.00	3.70%	1.28%	1.78%	10	$1,050.19	$800.19
Merrill Lynch Canada matures Aug. 24, 2025	2011	2025	$5,000.00	5.65%	1.28%	1.78%	14	2,872.94	2,522.94
Transalta matures October 22, 2029	2012	2029	$25,000.00	7.30%	1.28%	1.78%	17	21,275.00	19,150.00
Canadian Tire Corp matures Sept 4, 2035	2014	2035	$3,000.00	5.61%	1.28%	1.78%	21	2,625.14	2,310.14
IGM Financial Bond December 10, 2040	2013	2040	10,000.00	6.00%	1.28%	1.78%	27	10,809.00	9,459.00
Royal Bank of Canada Bond July 16, 2025	2011	2025	19,000.00	4.93%	1.28%	1.78%	14	$8,679.29	$7,349.29
BC Municipal FA Bond matures April 2, 2026	2010	2026	30,000.00	4.60%	1.28%	1.78%	16	15,665.62	13,265.62
Hydro One (Ontario) Bond June 1, 2032	2014	2032	45,000.00	6.93%	1.28%	1.78%	18	31,191.97	27,141.97
IGM Financial Bond December 10, 2040	2011	2040	10,000.00	6.00%	1.28%	1.78%	29	13,337.77	11,887.77
IGM Financial Bond December 10, 2040	2012	2040	95,000.00	6.00%	1.28%	1.78%	28	112,464.79	99,164.79
IGM Financial Bond December 10, 2040	2013	2040	20,000.00	6.00%	1.28%	1.78%	27	21,618.00	18,918.00
Chicago Ill. Municipal Bond January 1, 2042	2013	2042	35,000.00	6.034%	1.28%	1.78%	29	44,205.21	39,130.21
								$285,794.92	$251,099.92

EXHIBIT A1-A4 A3

Strata Corporation VIS 4673

Incremental Interest Earned on Bonds versus GIC's (Net of Bond Purchase Premium/Discount)

For the Period November 1, 2013 to October 31, 2014

Bond Name	Date of: Purchase	Date of: Maturity	Face Value	Bond Interest Rate	GIC 3 Yr Avg. Interest Rate (2010-2013)	GIC 5 Yr Avg. Interest Rate (2010-2013)	Years Since Purchase	Incremental Interest Over Term (vs 3 Yr GIC)	Incremental Interest Over Term (vs 5 Yr GIC)
Prov. Of BC Bond matures Dec 18, 2020	2010	2020	$5,000.00	3.70%	1.28%	1.78%	4	$106.47	$81.47
Merrill Lynch Canada matures Aug. 24, 2025	2011	2025	$5,000.00	5.65%	1.28%	1.78%	3	206.10	181.10
Transalta matures October 22, 2029	2012	2029	$25,000.00	7.30%	1.28%	1.78%	2	1,265.56	1,140.56
Canadian Tire Corp matures Sept 4, 2035	2014	2035	$3,000.00	5.61%	1.28%	1.78%	2	125.23	110.23
IGM Financial Bond December 10, 2040	2013	2040	10,000.00	6.00%	1.28%	1.78%	1	402.89	352.89
Royal Bank of Canada Bond July 16, 2025	2011	2025	19,000.00	4.93%	1.28%	1.78%	3	624.85	529.85
BC Municipal FA Bond matures April 2, 2026	2010	2026	30,000.00	4.60%	1.28%	1.78%	4	980.10	830.10
Hydro One Bond June 1, 2032	2014	2032	45,000.00	6.93%	1.28%	1.78%	4	1,775.50	1,550.50
IGM Financial Bond December 10, 2040	2011	2040	10,000.00	6.00%	1.28%	1.78%	3	460.33	410.33
IGM Financial Bond December 10, 2040	2012	2040	95,000.00	6.00%	1.28%	1.78%	2	4,032.72	3,557.72
IGM Financial Bond December 10, 2040	2013	2040	20,000.00	6.00%	1.28%	1.78%	1	805.79	705.79
Chicago Ill. Municipal Bond January 1, 2042	2013	2042	35,000.00	6.034%	1.28%	1.78%	1	1,528.97	1,353.97
								$12,314.49	$10,804.49

EXHIBIT A1-44

A4

[EXHIBIT B1] B1

VANCOUVER ISLAND health authority

HEALTH PROTECTION

Little Qualicum River Village

Water Supply System Construction Permit
NO. W-CN-2567

To: **528872 BC Ltd.**
(dba Little Qualicum River Village)

Reservoir Supply Main Extension

This is to certify that drawings numbered L172-02-201 (Rev. 0) and L172-02-202 (Rev. 0) dated August 2, 2013, prepared and submitted September 26, 2013 by M. I. Warbrick, P. Eng. of Newcastle Engineering Ltd., a letter of clarification dated October 1, 2013 and an electronic mail transmission dated October 30, 2013 prepared and submitted by M. I. Warbrick, P. Eng. of Newcastle Engineering Ltd., portraying a proposed watermain extension comprising of *approximately* of 295 metres of 50-mm diameter DR11 HDPE pipe or SCH160 PE pipe, two automatic flow proportional chlorinators and other related appurtenances to serve existing development in the subdivision known as Little Qualicum River Village near Little Qualicum River, BC, and submitted in accordance with Section 7 of the **Drinking Water Protection Act** have been reviewed and proposed construction, alteration or extension may be commenced in accordance with the approved plans and the terms and conditions contained in the letter of transmittal.

This document certifies that the plans and specifications for the proposed works have been reviewed pursuant to the current "Guidelines for the Approval of Water Supply Systems" issued by the Island Health Authority and that the plans and specifications meet the protection requirements outlined in the Guidelines.

*The standards of structural integrity and safety of the works have not been considered and are not the subject of this Permit. This document grants authorization under Section 7 of the **Drinking Water Protection Act** only, and does not constitute permission or consent under any other Act or authority.*

DEC 04 2013
Date Issued

Murray M. Sexton, P. Eng.
Public Health Engineer

ec: Dr. Paul Hasselback, Medical Health Officer, Island Health Authority, Nanaimo
Dwayne Stroh, Supervisor, Health Protection and Environmental Services, IHA, Courtenay
Shaun Malakoe, Senior Environmental Health Officer, IHA, Nanaimo
Elizabeth Thomson, Environmental Health Officer, IHA, Parksville
Approving Officer, Ministry of Transportation, Nanaimo
Christoph Moch, P. Eng., Utility Regulation Section, Land and Water BC Inc., Victoria
Mark Warbrick, P. Eng., Newcastle Engineering, Nanaimo
cc: Trish Curtin, Strata Council, 1773 Country Road, Qualicum Beach, B. C. V9V 2S3

[EXHIBIT C1] C1

WATER SYSTEM REPORT FOR STRATA CORPORATION VIS4673

LQRV Nov.30/2013

I have hired Ozzie to read the reservoir and record the daily log until such a time as the automated system is up and running. I have been taking the water tests, monitoring the wells and keeping track of water usage. I have changed our testing from North Island Labs to VIHA as it is good to keep VIHA in the loop directly and it saves the strata a good deal of money as VIHA testing is free. Slowly but surely I am familiarizing myself with the system, it is similar to the systems with which I am familiar. I am about to start the December meter readings so this too will help me familiarize myself with locations and the system itself.

Water Usage:

Well#1: 602 M3 or 159,031 Usg

Well#2: 1815 M3 or 479,472 Usg

Well#9: Ø M3 or _____ Usg

Well#13 Ø M3 or Flowing Usg

This was a dry month with only 3 days of rain, 13 cloudy days, and 14 sunny days.

Water consumption this month totalled 2417 M3 or 638,503 Usg

This averages out to equal 78 M3 or 20,605 Usg daily.

I have also changed the testing from one every week to two every two weeks. VIHA is totally on board with this change as the past tests show nothing to be concerned about and will notify me if they wish to test more frequently in the warmer, drier months. I have delivered 4 samples to VIHA this month, but making only two trips, again in hopes of saving the strata costs while maintaining the system with all best interests in mind.

Thank You, Don Buchner

System Operator. Cert.# 6464

[EXHIBIT D1] D1

VILLAGE COMMUNITY VOLUNTEERS

Update for December, 2013

A.G.M. Luncheon

Our volunteers provided luncheon and beverages at the A.G.M. Many thanks to Allyson Wight for her delicious home baked cookies. All attendees seemed very appreciative and this will continue to be an annual recurrence.

Family Christmas Party

Mountainview Park was cool & occasionally misty on November 30th. That did not dampen the spirits of many Village children who arrived with parents &/or grandparents in tow to celebrate terrific pre-Christmas festivities. Everyone enjoyed hot dogs, chili and hot beverages. A very special thanks to Dana Mellway for providing the excitement of seasonal Karaoke, engaging lots of participants to join the fun. Everyone, especially the kiddies, were thrilled with the arrival of Mrs. Claus – all decked out in her North Pole finery. Santa was not able to make it, due to supervision of all those little elves. We are grateful to Tim and Barbara Price for their generous donation of children's gifts. All the children were so excited and scored great presents and big bags of candies. This is definitely a repeat event for future.

Refundables' Program

Our on-going collection of refundable items at the Garbage Drop-off area as a simple fund-raising project has supported all the Village special events and activities quite well. We are very grateful to all the residents who have sponsored our endeavours with your welcome donations each week. Thanks to each & every one of you!

SINCERE BEST WISHES TO EVERYONE FOR A VERY

MERRY CHRISTMAS and HAPPY NEW YEAR!

[EXHIBIT E1] E1

Corcan–Meadowood Residents' Association

www.meadowoodresidents.com

December 2013

Highway 19 Access: Collection of the monies/donations already committed is critical to the success of our plan. Letters will be sent out to residents over the next two weeks requesting payment of any outstanding commitments.

Park Progress: CMRA Representatives have met with Regional District of Nanaimo Representatives for inspection of the site. Rough grading of the park will be completed in January or February, weather permitting and construction of the park shortly thereafter. The official Grand Opening of the park is slated for Canada Day, July 1st, 2014. Anyone wishing to volunteer time or services is invited to contact Tim Peligren at (250) 228-5558.

Neighborhood Emergency Preparedness: The final draft of the emergency action plan has been completed, with sincere thanks to Valerie Lipton for her dedication and hard work to develop and complete the process. The first three critical pages will be laminated and posted at the LQRV mailboxes and at the Meadowood Store. The complete action plan will be posted on the CMRA and LQRV websites for all area residents to have access to for review.

Fundraising: A Beer and Burger Night is scheduled for February 4th, 2014 at Deez Restaurant. Tickets are $20.00 each and will be available for sale in January 2014. A raffle with some great prizes being offered will commence in January 2014. Anyone wishing to donate prizes to either of these events is invited to contact our office at (250) 752-7454.

Charity License: Our organization will be applying for our Charity License in 2014 and once granted will allow us the ability to issue income tax receipts.

Thank you for all your continued support.

♦ 1625 Meadowood Way, Qualicum Beach, BC V9K 2S3 ♦ Telephone: (250) 752-7454 (250) 816-3130 ♦

[EXHIBIT F1] F1

Corcan–Meadowood Residents' Association

www.meadowoodresidents.com

December 2nd, 2013

Little Qualicum River Village Strata Council, VIS 4673

Dear Sirs,

Re: Neighbourhood Emergency Preparedness Program

The Corcan-Meadowood Residents' Association is developing a refined Neighbourhood Emergency Preparedness Program (N.E.P.P.) for the entire Corcan-Meadowood area.

Initial introductory and training sessions have been conducted throughout 2013. We are now tasked with formalizing plans for a coordinated and comprehensive Emergency Preparedness Plan. This program entails setting up neighbourhood groups within the community to self-organize their immediate areas, known as Pods. These Pods coordinate with neighbouring Pods to have a cohesive system in place should the need ever arise for such emergency efforts.

We request Strata Council's permission to approach L.Q.R.V. residents to obtain their emergency preparedness status and assess how each individual Pod is prepared. This may require Pod leaders in each designated neighbourhood to approach their neighbours to organize and set up a formalized N.E.P.P. in their sectors.

When your approval of our request goes forward, we ask that you formally communicate such authorization to the owners and residents. This communication could possibly be through your Strata Meeting Minutes &/or formal postings on your website as well as at your Mail Box Bulletin Board Announcements.

We thank you for your favourable consideration of this request, in order to take our program to the next level commencing early in the New Year.

Kind regards,

Annie Donald,
Committee Chairperson,
Neighbourhood Emergency Preparedness Program

♦ 1625 Meadowood Way, Qualicum Beach, BC V9K 2S3 ♦ Telephone: (250) 752-7454 (250) 816-3130 ♦

[EXHIBIT G1-G9] G1

FORM_STRATA_V8

VICTORIA LAND TITLE OFFICE

Dec-05-2013 14:32:58.001

CA3494755

STRATA PROPERTY ACT FILING
PROVINCE OF BRITISH COLUMBIA

Paul Pelzer 3IB5KS

Digitally signed by Paul Pelzer 3IB5KS
DN: c=CA, cn=Paul Pelzer 3IB5KS, o=Lawyer, ou=Verify ID at www.juricert.com/LKUP.cfm?id=3IB5KS
Date: 2013.12.05 14:28:18 -08'00'

- Your electronic signature is a representation by you that:
  - you are a subscriber; and
  - you have incorporated your electronic signature into
    - this electronic application, and
    - the imaged copy of each supporting document attached to this electronic application,

  and have done so in accordance with Sections 168.3 and 168.41(4) of the *Land Title Act*, RSBC 1996, C.250.
- Your electronic signature is a declaration by you under Section 168.41 of the *Land Title Act* in respect of each supporting document required in conjunction with this electronic application that:
  - 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*.

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

MacIsaac & Company
Barristers & Solictors
607 - 495 Dunsmuir Street
Nanaimo BC V9R 6B9

Document Fees: $24.20

Deduct LTSA Fees? Yes ☑

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

Form-I Amendment to Bylaws ☑ LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID] [LEGAL DESCRIPTION]

NO PID NMBR STRATA PLAN VIS4673

Related Plan Number: **VIS4673**

[EXHIBIT G1-G9] G2

Strata Property Act

FORM I

AMENDMENT TO BYLAWS

(Section 128)

The Owners, Strata Plan VIS4673 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on November 2, 2013.

Elaine Pellegrew
.....
Signature of Council Member

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

*Section 128 (3) of the Act provides that an Amendment to Bylaws must be filed in the land title office within 60 days of the amendment being approved.

[EXHIBIT G1-G9] G3

RESOLUTIONS

RESOLUTION 2

ELECTRONIC ATTENDANCE AT COUNCIL MEETINGS

PREAMBLE:

The standard by-laws of the Strata Property Act allow for electronic attendance at council meetings for the purpose of establishing a quorum and voting. Our bylaws (which replace the standard bylaws) currently do not provide for this option. This leaves our council hampered when council members are on vacation or due to other commitments or illness cannot attend a meeting in person. As council cannot act without a majority vote, it is a problem when something has to be dealt with in a timely manner but we do not have enough council members available to constitute a quorum. It is preferable to have council members present in person at meetings and the option would only be used when a quorum is not possible and would only be permitted when all council members are advised.

¾ Vote Resolution #2: That strata bylaws "Division 3 – Strata Council" Bylaw 19 Council Meetings be amended by adding the following:

(5) At the option of the council, council members may attend council meetings by video conferencing or teleconferencing so long as all council members have been advised ahead of time.

(6) Council members who attend a council meeting by video conferencing or teleconferencing will be deemed to be present in person.

[EXHIBITS G1-G9] G4

RESOLUTION 3

PERSONAL INFORMATION PROTECTION BYLAW

Our Strata Corporation is required by law to have in place, a Personal Information Protection Policy. Accordingly a new bylaw should be incorporated, requiring our Strata to comply with this policy. Council proposes this bylaw be added to Division 2, becoming Bylaw 10. (10)

PREAMBLE: On 23 October, 2003, the government of British Columbia introduced a new law, the Personal Information Protection Act (PIPA). This law came into effect on 01 January 2004, requiring all corporations to have personal information protection policies that are clear, understandable and readily available. This legislation dictates the approach an organization must take to protect the personal information entrusted to it. In order to comply with this law a Personal Information Protection Policy was written for our strata.

This proposed bylaw will require the strata to comply with our Personal Information Protection Policy.

¾ Vote Resolution #3: That strata bylaws "Division 2 – Powers and Duties of Strata Corporation – Duties of Strata Corporation " be amended to add the following:

Bylaw 10. (10) Adhere to our Personal Information Protection Policy in accordance with the Personal Information Protection Act (PIPA) of British Columbia.

[EXHIBITS G1-G9] G5

Personal Information Protection
Private Sector Privacy Legislation
Personal Information Protection Policy

Little Qualicum River Village Strata Corporation

(STRATA CORP. VIS4673)

Personal Information Protection Policy

At Little Qualicum River Village, we are committed to providing our owners and tenants with exceptional service. As providing this service involves the collection, use and disclosure of some personal information about our owners/tenants, protecting their personal information is one of our highest priorities.

While we have always respected our owners and tenants privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information as a result of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.

We will inform our owners and tenants of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting owners' and tenants' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our owners and tenants' personal information and allowing them to request access to, and correction of, their personal information.

Scope of this Policy

This Personal Information Protection Policy applies to Strata Corp.VIS4673.
This policy also applies to any service providers collecting, using or disclosing personal information on behalf of Strata Corp.VIS4673.

Definitions

EXHIBITS G1-G9

G6

Personal Information –means information about an identifiable *individual*

- name, age, home address and phone number,
- Emergency contact information
- Owner/tenant's insurance particulars
- Names of family members living with an owner/tenant or occupying the strata lot
- Debts owed to the strata corporation by an owner
- Vehicle license numbers

Personal information does not include contact information (described below).

Contact information – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.

Privacy Officer – means the individual(s) designated responsibility for ensuring that strata corp.VIS4673 complies with this policy and PIPA.

Policy 1 – Collecting Personal Information

1.1 Unless the purposes for collecting personal information are obvious and the owner/tenant voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.

1.2 We will only collect owner/tenant information that is necessary to fulfill the following purposes:

- To verify identity;
- To provide strata corp. information;
- To meet regulatory requirements;
- To collect and process strata fees.

Policy 2 – Consent

2.1 We will obtain owner/tenant consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).

2.2 Consent can be provided *in writing, electronically, through an authorized representative* or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the owner/tenant voluntarily provides personal information for that purpose.

2.3 Consent may also be implied where an owner/tenant is given notice and a reasonable opportunity to opt-

out of his or her personal information being used and the owner/tenant does not opt-out.

2.4 Subject to certain exceptions (e.g., the personal information is necessary to provide the service, or the withdrawal of consent would frustrate the performance of a legal obligation), owner/tenant can withhold or withdraw their consent for strata corp.VIS4673 to use their personal information in certain ways. An owner/tenant decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service. If so, we will explain the situation to assist the owner/tenant in making the decision.

2.5 We may collect, use or disclose personal information without the owner's/tenant's knowledge or consent in the following limited circumstances:

- When the collection, use or disclosure of personal information is permitted or required by law;
- In an emergency that threatens an individual's life health, or personal security;
- When the personal information is available from a public source (e.g. telephone directory);
- When we require legal advise from a lawyer;
- For the purposes of collecting a debt;
- To protect ourselves from fraud;
- To investigate an anticipated breach of an agreement or contravention of law.

Policy 3 – Using and Disclosing Personal Information

3.1 We will only use or disclose owner/tenant personal information where necessary to fulfill the purposes identified at the time of collection.

3.2 We will not use or disclose owner/tenant personal information for any additional purpose unless we obtain consent to do so.

3.3 We will not sell owner/tenant lists or personal information to other parties.

Policy 4 – Retaining Personal Information

4.1 If we use owner/tenant personal information to make a decision that directly affects the owner/tenant, we will retain that personal information in accordance with Section 35 of SPA and sub section 4.1 of SPA regulations.

Policy 5 – Ensuring Accuracy of Personal Information

5.1 We will make reasonable efforts to ensure that owner/tenant personal information is accurate and complete where it may be used to make a decision about the owner/tenant or disclosed to another organization.

5.2 owners/tenants may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.

5.3 If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the owners'/tenants' correction request in the file.

Policy 6 – Securing Personal Information

6.1 We are committed to ensuring the security of owner/tenant personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

6.2 The following security measures will be followed to ensure that owner/tenant personal information is appropriately protected:

The use of locked filing cabinets; physically securing offices where personal information is held; the use of user IDs, passwords, encryption, firewalls; restricting employee access to personal information as appropriate (i.e., only those that need to know will have access)].

6.3 We will use appropriate security measures when destroying owner's/tenant's personal information such as *shredding documents and deleting electronically stored information.*

6.4 Information such as owners' list required by some council members, will be deleted/destroyed when no longer required for the normal course of their duties.

6.5 We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

Policy 7 – Providing Owners/Tenants Access to Personal Information

7.1 Owners/tenants have a right to access their personal information, subject to limited exceptions. The Strata is not required to disclose personal information and other information in accordance with section 23 of the Personal Information Protection Act (PIPA) of B.C. including: solicitor-client privilege, where disclosure would reveal personal information about another individual, or health and safety concerns.

7.2 A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought. (A request to access personal information should be forwarded to the Privacy Officer.

7.3 Upon request, we will also tell owner/tenant how we use their personal information and to whom it has been disclosed if applicable.

7.4 We will make the requested information available within 14 business days, or provide written notice of an extension where additional time is required to fulfill the request.

7.5 A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the owner/tenant of the cost and request further direction from the owner/tenant on whether or not we should proceed with the request.

7.6 If a request is refused in full or in part, we will notify the owner/tenant in writing, providing the reasons for refusal and the recourse available to the owner/tenant.

Policy 8 - Privacy issues relating to video surveillance system

8.1 This section of the Privacy Policy addresses privacy issues relating to Video surveillance systems, in accordance with the Personal Information Protection Act (PIPA) of B.C.

8.2 LQRV strata owners, tenants and guests have the right to feel free and be secure in their daily lives. They also have the right to be free from excessive and unwarranted intrusion. Because of their inherent intrusiveness, video surveillance systems shall only be used as a gate monitoring system and, should the need arise (and only if agreed upon by a majority of owners at an AGM or SGM) to monitor problems in common areas for specific concerns, once all other less privacy-invasive measures have failed to address a serious problem.

- All recordings will be in digital format;

- Members of Strata Council, and the RCMP upon request, will have access to the recordings in the event of

theft, burglary, vandalism or unauthorized access;

- Video surveillance will be operational 24/7;

- Unless required for an ongoing investigation and/or legal proceedings, recordings will be deleted after a 4 month period;

- Recordings will be password protected; and

- Owners, tenants and visitors will be advised that a video surveillance systems is in operation through signage

Policy 9 – Questions and Complaints: The Role of the Privacy Officer or designated individual

9.1 The Privacy Officer **or designated individual** is responsible for ensuring strata corp. VIS4673's compliance with this policy and the *Personal Information Protection Act.*

9.2 Owners/tenants should direct any complaints, concerns or questions regarding strata corp.VIS4673's compliance in writing to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the owner/tenant may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for strata corp. VIS4673's Privacy Officers:

Dana Mellway

Korina Richard

EXHIBIT H1 H1

CHOA

Seminar Description Fall 2013

All sessions include information on updates to the Strata Property Act.

1. Creating Notice Packages
- Procedures for council
- Notice
- Financial information

Includes creating notice packages for:
- Annual General Meetings
- Special General Meetings
- Information Meetings
- Waiver of Notice Decisions
- Petitioned Meetings
- Sections

Includes writing notice packages to comply with the Act & the bylaws for:
- The Agenda
- What requires a resolution and what is required on the agenda
- Notification Requirements
- Location Requirements
- Voting eligibility notice
- Optional Proxy Forms
- Proper Notice Periods
- Form "C" Notification
- Changes in Notice
- Approval of the Notice

Includes resolutions/information that must be included with the notice for:
- Amending Bylaws
- Amending Rules
- Court Actions for collections
- Designation of Limited Common Property
- Amendments to Limited Common Property created by the owner developer and/or the strata corporation
- Borrowing Money/Credit
- Special Levies
- Significant Changes to the Use or Appearance of Common Property
- Strata Plan/Unit entitlement amendments
- Dissolution of the Strata
- Report on Insurance
- Notice requirements for sections created through bylaws

Electronic notice & attendance
- Does your strata permit the emailing of notice packages?
- Does your strata permit electronic registration and attendance?

2. Chairing Meetings, Minutes & Record Keeping

Includes conducting meetings for:
- Registration
- Issuing Voting Cards
- Certification of Proxies
- Proof of Notice
- Who Chairs the Meeting?
- Electing a Chairperson
- Calling to Order
- Necessity for ballot boxes and voting booths

Includes meeting rules of order:
- Is a motion required?
- Basic procedures
- What rules of order apply?
- Who speaks to motions?
- How do you end debate?
- How are decisions made?
- Challenging the chair?
- Calling for a vote?

Voting calculations includes:
- How are ballots issued?
- How are votes counted?
- Who counts the votes?
- How are they calculated?
- Secret ballots
- Polling the votes
- Polling ballots
- Destroying ballots or not?

Record keeping at meetings includes:
- Who is the registrar?
- Is there a voting list?
- Issuing voting cards
- Certification of proxies
- Registration sheet
- Who takes minutes?
- What is included?
- Who approves minutes?
- Distribution of Minutes
- Counting Votes
- Scrutineers

Electronic attendance
- The complications of registering, recording & reporting ballots and secret ballots for electronic attendees

3. How to understand and administer your depreciation report once it is received by your strata corporation.

- A review of the new depreciation legislation
- Understanding the Request for Proposal (RFP) process to obtain quotes for depreciation reports
- Planning for the implementation of your depreciation report:
  - Setting up your operations manual for each council member
  - Setting a schedule for the identified maintenance items
  - Setting a schedule for the renewal items
  - Creating a procedure for planning renewals
  - Preparing meeting notices and agendas to include the resolutions to approve the funding from the contingency fund or by special levy
  - Implementing the scheduled items
  - Understanding who is going to be the program coordinator.
  - Managing the monthly administration of the maintenance and renewals
- Understanding the financial investment process for the contingency fund to maximize the non taxable investments to the best benefit of the strata corporation
- Putting safety protocols in place for the financial management and administration of the funds and what types of investments are permitted.
- Maintaining a corporate history for future owners and council members.