

# Condominium Home Owners Association of British Columbia

Offices in New Westminster, Kelowna and Victoria Suite 200-65 Richmond St, New Westminster, BC V3L 5P5  
Tel: 604.584.2462 Fax: 604.515.9643 Toll Free: 1.877.353.2462 Email: info@choa.bc.ca Website: www.choa.bc.ca

## SPRING 2017 STRATA EDUCATION PROGRAM

| NELSON #1, #2, & #3  | CRANBROOK #1, #2, & #3   | KAMLOOPS #1, #2, & #3  |
|--|--|--|
| <b>Date:</b> Thursday, May 4<br><b>Time:</b> 9:00 am – 3:00 pm<br><b>Location:</b> Hume Hotel<br>442 Vernon St                 | <b>Date:</b> Saturday, May 6<br><b>Time:</b> 9:00 am – 3:00 pm<br><b>Location:</b> St. Eugene Golf Resort<br>7777 Mission Rd | <b>Date:</b> Wednesday, May 24<br><b>Time:</b> 9:00 am – 3:00 pm<br><b>Location:</b> Coast Conference Centre,<br>1250 Rogers Way |
| VERNON #1, #2, & #3  | KELOWNA #1, #2, & #3   | PENTICTON #1, #2, & #3   |
| <b>Date:</b> Thursday, May 25<br><b>Time:</b> 9:00 am – 3:00 pm<br><b>Location:</b> Prestige Hotel<br>4411 32 <sup>nd</sup> St | <b>Date:</b> Friday, May 26<br><b>Time:</b> 9:00 am – 3:00 pm<br><b>Location:</b> Ramada Hotel<br>2170 Harvey Ave            | <b>Date:</b> Saturday, May 27<br><b>Time:</b> 9:00 am – 3:00 pm<br><b>Location:</b> Penticton Trade Centre<br>273 Power St       |

**Fee:** First registrant \$60 (\$57.14+ \$2.86 GST). Each additional registrant \$30 (\$28.57 + \$1.43 GST).  
Seminar fee includes all sessions and lunch.

See reverse for seminar description. Due to the popularity of workshops, pre-payment and pre-registration are required. Seating is limited so register early. Please note that depending on speaker availability and organizing logistics the courses may not be offered in the order listed.

**TO REGISTER: Please indicate the seminar(s) that you will be attending and complete this form.**  
Mail or fax to CHOA, email info@choa.bc.ca with details or  
register by phone at 604.584.2462 (Ext. 2) or toll-free 1.877.353.2462 (Ext. 2)

Location Choice: Nelson Cranbrook Kamloops Vernon Kelowna Penticton

Registrant's Name: \_\_\_\_\_ Enclosed fee for \$ \_\_\_\_\_

Additional Registrants: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Strata Plan Number: \_\_\_\_\_ Business Member Name: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_ (Notification is needed at least one week prior to seminar date.\*)

**Payment Option:** Cheque payable to CHOA enclosed ( ) VISA ( ) MasterCard ( ) **Please note that VISA DEBIT is not currently accepted.**

Card #: \_\_\_\_\_ Expiry \_\_\_\_\_ / \_\_\_\_\_

Card holder name: \_\_\_\_\_ Signature: \_\_\_\_\_

**NO REFUNDS for no-shows or cancellations received less than 48 hours prior to event.**

**CHOA reserves the right to cancel or change seminars without notice, due to unforeseen circumstances.**

**\*People with dietary restrictions may be encouraged to bring supplemental food.**



Leadership, Education and Resources  
for strata owners across BC



CHOA's educational and research programs are made possible  
with the generous support of BC Housing



# The CHOA Spring 2017 Strata Education Program

For strata councils, managers, and owners.

Courses include print materials and guides



| <p><b>Session #1</b><br/><b>Strata Council Meetings, Conducting Hearings &amp; Bylaw Enforcement</b></p>  | <p><b>Session #2</b><br/><b>Alterations &amp; Managing Alteration Agreements</b></p>   | <p><b>Session #3</b><br/><b>Convening the Annual General Meeting</b></p>   |
|---|--|--|
| <p>The session will be a practical “hands on” process, designed to assist strata councils understand:</p> <p>The conditions imposed for strata council function through the bylaws:</p> <ul style="list-style-type: none"> <li>• How council convenes meetings</li> <li>• How a strata council makes decisions</li> <li>• How the decisions are recorded</li> <li>• The duty to report decisions to the owners</li> <li>• The importance of record keeping</li> <li>• How to manage email decision making and reporting</li> <li>• How council decisions may be challenged through the CRT</li> </ul> <p>How to conduct hearings:</p> <ul style="list-style-type: none"> <li>• When the strata corporations receives a request for a hearing?</li> <li>• When the hearing must be held?</li> <li>• How it is conducted as a council meeting?</li> <li>• What happens during the hearing?</li> <li>• Who is permitted to attend hearings?</li> <li>• What follow up is required after the hearing?</li> <li>• What happens to confidential information that may be obtained during the hearing process?</li> </ul> <p>The session will include a practical council meeting to address the bylaw enforcement process, complaints and hearings relating to:</p> <ul style="list-style-type: none"> <li>• Notice requirements</li> <li>• Imposing fines</li> <li>• Collections \$\$\$</li> <li>• Rental bylaws</li> <li>• Hardship exemptions</li> <li>• Pet complaints</li> <li>• Noise/Nuisance/Smoking</li> <li>• General hearing requested by an owner regarding access to financial information</li> </ul> <p>Making a CRT application to enforce bylaws or collect fines</p> <ul style="list-style-type: none"> <li>• How council proceeds</li> </ul> | <p>Understanding alterations to strata lots, common property and limited common property:</p> <ul style="list-style-type: none"> <li>• Alteration requests by an owner</li> <li>• Alterations conducted by the strata corporation</li> <li>• Types of bylaws that regulate alterations to a strata lot, common property, or a common asset</li> <li>• How the strata council is permitted to negotiate alteration agreements, set conditions on alterations, or to enforce the bylaws when unauthorized alterations are conducted</li> <li>• Additional bylaws such as: flooring changes or installation, alteration to plumbing services, cooking facilities, ventilation, electrical services, building envelope alterations, and building enclosures</li> <li>• Procedures an owner must follow before altering or changing the structure of a strata lot, or the use, appearance, or structure of common property or a common asset</li> <li>• Procedures a strata council must follow when they receive an application requesting permission to alter a strata lot, common property, or a common asset</li> <li>• Procedures of enforcing a bylaw violation for an unauthorized alteration</li> <li>• Risks and liabilities of permitting an alteration to a strata lot or common property</li> <li>• Who is responsible for the costs associated with the alterations, including but not limited to: building permits, engineering or professional studies if required, environmental restoration, WorkSafe costs and penalties, waste disposal, legal agreements, inspections and code compliance?</li> <li>• When is legal advice critical for alteration agreements?</li> <li>• Who is responsible for future costs or obligations of the maintenance and repair of the approved alteration?</li> <li>• The difference in agreements between a strata lot, common property or limited common property</li> <li>• How to manage significant changes in use or appearance of common property or common assets</li> <li>• How the strata corporation must maintain the alteration agreements and records for subsequent sales or transactions and what they must disclose to buyers</li> </ul> | <p>This session will include running an AGM, approving the 2017 budget, election of council, approval of a new rental bylaw and a special levy to upgrade building plumbing.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Registration</li> <li>• Issuing voting cards vs ballots</li> <li>• Certification of proxies</li> <li>• Proof of notice</li> <li>• Who chairs the meeting?</li> <li>• Electing a chairperson</li> <li>• Calling to order</li> <li>• Necessity for ballot boxes and voting booths</li> </ul> <p>Includes meeting rules of order:</p> <ul style="list-style-type: none"> <li>• When is a motion required?</li> <li>• Basic meeting procedures</li> <li>• What rules of order apply?</li> <li>• Who speaks to motions?</li> <li>• How do you end debate?</li> <li>• How are decisions made?</li> <li>• Challenging the chair?</li> <li>• Calling for a vote?</li> </ul> <p>Voting calculations include:</p> <ul style="list-style-type: none"> <li>• How are ballots issued?</li> <li>• How are votes counted?</li> <li>• Who counts the votes?</li> <li>• How are they calculated?</li> <li>• Secret ballots</li> <li>• Polling the votes</li> <li>• Polling ballots</li> <li>• Destroying ballots or not?</li> </ul> <p>Record keeping at meetings includes:</p> <ul style="list-style-type: none"> <li>• Who is the registrar?</li> <li>• Is there a voting list?</li> <li>• Issuing voting cards</li> <li>• Certification of proxies</li> <li>• Registration sheet</li> <li>• Who takes minutes?</li> <li>• What is included?</li> <li>• Who approves minutes?</li> <li>• Distribution of minutes</li> <li>• Counting votes</li> <li>• Scrutineers</li> </ul> <p>Electronic attendance:</p> <ul style="list-style-type: none"> <li>• The complications of registering, recording &amp; reporting ballots and secret ballots for electronic attendees</li> </ul> |