



### Bylaw Complaint Analysis Form - the 5 W's

Date the Complaint was received: \_\_\_\_\_

Name of the person filing the complaint: \_\_\_\_\_

Name of the person(s) allegedly violating the bylaw: \_\_\_\_\_

Strata Lot/Unit #: \_\_\_\_\_

Date of the alleged violation: \_\_\_\_\_

Particulars of the complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Strata corporation bylaw that is allegedly being violated: # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was council response? \_\_\_\_\_

\_\_\_\_\_

When was a written notice of bylaw violation issued advising the owners of their rights for a hearing or written response? \_\_\_\_\_

Was a hearing conducted? \_\_\_\_\_

Did the strata corporation maintain a record of their decisions? \_\_\_\_\_

What was the result of the decision? \_\_\_\_\_

Was the alleged violator notified of the decision in writing? \_\_\_\_\_

How were fines, if any, recorded in the accounting? \_\_\_\_\_

**Any personal information that the Strata Corporation collects is protected in accordance with the *Personal Information Protection Act*. Strata corporations must exercise care in the gathering, protection, and dissemination of the information and related documentation, and comply with the requirements set out by the legislation.**

**For more information visit the Office of the Information and Privacy Commissioner @ [www.oipc.bc.ca](http://www.oipc.bc.ca)**