

How to Find Strata Documents and Records

This guide explains the different types of strata documents and records you may need.



How to use this guide

Refer to this guide when you want to learn about a strata document or record. It explains what the document or record should contain, and where to find a copy.

We recommend you email, save, or print this guide now so you can easily refer to it when using the Civil Resolution Tribunal's (CRT) Solution Explorer or if you make a claim with the CRT.



What records does a strata corporation have to keep?

Section 35 of the *Strata Property Act* lists all the records and documents a strata must keep such as a list of owners and tenants, meeting minutes, financial records, correspondence, contracts, engineering and depreciation reports, and decisions of a court or tribunal.

The Strata Property Regulation specifies how long the strata must keep different types of records. Most records must be kept for 2 years, 6 years, or permanently. The strata may keep records longer.





Who can request documents and records from the strata?

You can ask for documents or records if you are:

- A strata lot owner
- A tenant assigned an owner's rights under the *Strata Property Act*
- A person authorized in writing by an owner or tenant who has been assigned an owner's rights under the *Strata Property Act*
- A former owner or former tenant or authorized person (but the documents or records must relate to the time when you were an owner or tenant)

The strata is only required to give access to or copies of documents and records that the strata must keep under *Strata Property Act* section 35. The strata must give you copies or let you inspect documents and records **within 2 weeks of your request (or within 1 week if you request bylaws or rules)**.

The strata can't charge you a fee to inspect the documents, but it can charge up to \$0.25 per page for copies, including electronic copies. It can withhold the copies until you've paid.



Minutes of strata council and general meetings

If the strata council makes a decision about something at a council meeting, or if the owners make a decision about something at an annual or special general meeting, then that decision must be recorded in the meeting's minutes.

Subject to the strata bylaws, the council must generally notify all owners within 2 weeks of a meeting that the minutes are available. The strata must keep meeting minutes for at least 6 years.



Where to get them

- Your strata council or strata manager





Financial records

The strata must keep certain financial records for at least 6 years:

- Budgets and financial statements
- Books of account showing money received and spent and the reason for the receipt or expenditure
- Bank statements, cancelled cheques and certificates of deposit
- Income tax returns (if any)

The strata isn't required to keep other records such as invoices. The strata corporation must produce at least one financial statement per year.



Where to get them

- Your strata council or strata manager



Strata bylaws and Standard Bylaws

Every strata must have bylaws. They provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets, and strata administration.

The Schedule of Standard Bylaws is set out at the end of the *Strata Property Act*. The Standard Bylaws apply to all stratas unless different bylaws have been filed at the Land Title Office. You might need professional advice to understand which bylaws apply to your situation.

If you're facing a strata issue, read your strata bylaws. They can help you understand or resolve your claim. Make sure you have the most current bylaws filed at the Land Title Office. Sometimes only amendments are filed. You might need a copy of the Standard Bylaws, as well as multiple amendments filed at the Land Title Office. Fees apply.



Bylaw amendments are not retroactive, so the bylaws in force at the time of your claim will likely apply.



Where to get them

- Your strata council or strata manager
- Land Title Office



Strata rules

Rules are different from bylaws. The strata council may make rules that govern the use, safety, and condition of common property and common assets (not strata lots). Not all stratas have rules.

The strata must inform owners and tenants of any new rules as soon as feasible. Rules must be ratified by a majority vote of the owners at the next annual general meeting. If the rule isn't ratified this way, it ceases to have effect.

Reading the strata rules can help you understand or resolve your claim. Make sure you have the most current rules, including the ones in force at the time of your claim.



Where to get them

- Your strata council or strata manager
- If you request an Information Certificate (Form B) the rules must be attached



Strata Property Act, Strata Property Regulation, and Schedule of Standard Bylaws

These 3 documents are provincial legislation.

All strata corporations in British Columbia must comply with the *Strata Property Act* and Strata Property Regulation.

The Schedule of Standard Bylaws apply to every strata, except for amendments filed by an owner developer or the strata in the Land Title Office.



Where to get them

- Your strata council or strata manager
- Queen's Printer
- BC Government websites, such as BC Laws



Records at the Land Title Office

General Index

The General Index is a listing of filing dates and document descriptions filed with the Land Title Office.

The Land Title Office does not review or approve documents filed on the General Index.

Documents that must be filed and included in the General Index are:

- Bylaw amendments
- Changes to mailing addresses
- Registered strata plan
- Schedule of unit entitlement
- Schedule of voting rights
- Schedule of interest upon destruction
- Designation of limited common property
- Common property record
- Easements
- Air space parcel agreements
- Building schemes for bare land stratas



There are fees to order documents from the Land Title Office or to have a professional order them for you.



Where to get them

- Land Title Office (in person, online, or through a notary, lawyer or other real estate professional). Fees apply.

Registered Strata Plans

A strata is created by filing a strata plan at the Land Title Office. The registered strata plan identifies boundaries of common property, strata lots, and designated areas of limited common property.

The strata plan can be amended by a unanimous resolution of the strata which must also be filed at the Land Title Office.

Schedule of Unit Entitlement

The Schedule of Unit Entitlement determines how strata fees and special levies are calculated for strata lot owners. The Schedule of Unit Entitlement is filed at the Land Title Office as part of the strata plan, or as a separate document (Form V – Schedule of Unit Entitlement) in the Land Title Office.

If the formula was amended by unanimous vote of the strata or corrected by the Registrar of Land Titles, the amended Schedule of Unit Entitlement must be filed at the Land Title Office.

Schedule of Voting Rights

The Schedule of Voting Rights determines the number of votes allocated to each strata lot. This schedule is filed as part of the strata plan or as a separate document (Form W – Schedule of Voting Rights) in the Land Title Office.



Designation of Limited Common Property

Limited common property (LCP) is common property that has been designated for the exclusive use of one or more strata lots. For example, balconies and parking spaces might be shown on a strata plan as LCP for the use of certain strata lots.

The strata corporation may designate common property as LCP. This could be done by a resolution approved by a 3/4 vote at an annual or special general meeting. The designation of LCP must be filed at the Land Title Office.

Common Property Record

The Common Property Record is a listing of documents that are registered with the Land Title Office against the common property of the strata. The Land Title Office is a filing office only. It doesn't review or approve documents filed on the Common Property Record.

The Common Property Record includes items such as:

- Easements
- Rights of way or covenants
- Air space parcel agreements

Building schemes for bare land stratas are generally filed against the title of each affected strata lot.

Air Space Parcel Agreements

The air space above a piece of land can be subdivided, the same way a large piece of land can be subdivided into smaller pieces of land.

For example, when different property types are stacked on top of each other, like a hotel with a commercial strata below and a residential strata above, the properties above ground (in this case the hotel and residential strata) are air space parcels.

Air space parcel agreements (also known as reciprocal easement agreements) determine how the different properties interrelate.

Air space parcel agreements are lengthy, complex documents that set out rights of access and use of property, as well as obligations for maintenance, repairs, inspections, insurance and servicing for shared property or assets. Costs associated with the duties and obligations of the strata under the agreement are reflected in the strata's annual budget.

Air space parcel agreements are filed in the Land Title Office against each of the affected properties.

Building Schemes for Bare Land Stratas

The owner developer may file a building scheme that sets limits or conditions on property use or structures that can be developed on a bare land strata lot.

The building scheme must be included in the owner developer's Disclosure Statement or any amendments, and filed with the Superintendent of Real Estate. The owner developer might have included it when they filed bylaw amendments with the strata.

A building scheme document can be filed at the Land Title Office against the common property of the strata, or against the title of each affected strata lot.

A building scheme may limit or restrict property use or the type of structures built on your strata lot in addition to the strata bylaws.



Owner developer Disclosure Statement

For strata lots of 5 units or more, the owner developer must give a Disclosure Statement (previously called a Prospectus) to all prospective buyers.

A Disclosure Statement describes what the owner developer intends to build, and what the buyer will get when purchasing a strata lot. It also identifies any agreements, financial costs, projected budgets and strata fees, and conditions that will apply to the strata and strata lot. It can be amended by the owner developer before the strata is completed.



Where to get them

- British Columbia Financial Services Authority (BCFSA), formerly the Office of the Superintendent of Real Estate (OSRE)

