

**STRATA CORPORATION  
BYLAW & RULE VIOLATION DISPUTE**

**Violation Details**

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Provide details of the received violation letter. The date is located on the top left corner. The strata plan, unit #, address, and violation type are located on the first and second subject lines.

Date of Letter: \_\_\_\_\_ Strata Plan: \_\_\_\_\_ Unit #: \_\_\_\_\_

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

Bylaw Fine/Warning: \_\_\_\_\_(Nature of Violation)

**Respondent(s) Information**

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Provide your name and contact details. If you are writing on behalf of the registered owner or tenant, you will need to provide a brief description of your relationship to them. This information will only be used to verify dispute details.

First & Last Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you a registered tenant or the owner of the property?      Tenant       Owner

Are you a filing this dispute on behalf of the tenant or the owner?      Tenant       Owner

Provide description of relationship: \_\_\_\_\_

**Dispute Details**

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Provide information as to why you disagree with the particulars of the infraction. If applicable, additional supporting evidence (pictures, receipts and/or affidavits) can be attached to your email. Do not include additional dispute details in the body of the email.

\*200 Word Limit

Section 135 of the Strata Property Act provides individuals with the opportunity to answer complaints in person. If requested, you will be advised of the date and time of the next meeting and provide with a 5-10 min time slot to present your case to the Council.

Do you wish to attend the next council meeting to present your dispute in person?      Yes       No

*Office Use Only*  
Received By: \_\_\_\_\_

**Acknowledgements**

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I/We are the owners of the affected unit or have been authorized by the owner(s) to represent them in this matter. I/We hereby certify that the above information is correct. I/We understand that if I/We do not receive a satisfactory response from the Council that further disputes of this topic will not be acknowledged and that my/our only recourse will be to initiate legal action, Civil Right Tribunal, or Human Rights Tribunal claim.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Please complete in full and email to the address below.

**Procedure**

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You will be advised once this form has been received. The form will be verified for content and presented to the Strata Council for discussion at the next regularly occurring council meeting. If you have requested to attend the meeting to present your dispute in person, you will be contacted and provided with a date and time for your hearing.

All bylaw dispute decisions are made at the Strata Council's discretion. Details of the decisions made will be reported in the subsequent meeting minutes. The reporting will be done in a format that does not identify the person filing the dispute. A letter outlining the Council decision will be issued to the registered mailing address for your unit within two weeks of the date of the meeting.

All dispute decisions are final, if you do not receive a satisfactory response from the Council, further correspondence on this topic will not be acknowledged. The only remaining recourse will be to initiate legal action, Civil Right Tribunal, or Human Rights Tribunal claim.