

**MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN  
HELD ELECTRONICALLY BY ZOOM, OCTOBER 10, 2023**

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**PRESENT:**

Jennifer Cooper	379 Tyee
Peter Durrant	379 Tyee
Pamela Hayer	373 Tyee
Chris Lawson	379 Tyee
Quinn Leitch	373 Tyee
Griffin Ryall	379 Tyee

**PROLINE MANAGEMENT LTD:** Sam Hasham, Property Manager

**ABSENT WITH REGRETS:** Kurt Sandstrom 373 Tyee

**1. CALL TO ORDER**

The meeting was called to order by council president Chris Lawson at 5:03 PM.

**2. CONFIRMATION OF QUORUM**

The chair confirmed that there was a quorum with six of seven council members present, enabling the meeting to proceed.

**3. APPROVAL OF AGENDA**

The meeting agenda was circulated in advance of the meeting. One additional item was added, and the following motion was made:

**Motion:** That the agenda of the strata council meeting be adopted as amended.

**Moved:** Jennifer Cooper

**Seconded:** Griffin Ryall

**Carried unanimously.**

**4. BUSINESS ARISING FROM THE MINUTES (OPEN ITEMS FROM PREVIOUS MEETING)**

**4.1. Exterior Cleaning**

The exterior cleaning of the south exposure of 373 Tyee, to be done by BOSA due to the adjacent construction, has been rescheduled to the week of October 30. Notice has been given to the affected units.

**4.2. Bulk Purchase of Filters for Fan Coils**

Orders for approximately 212 filters were received. The order has been placed and the purchase committee will advise those owners who have placed orders when the filters are available for pick-up, and payment.

**4.3. Machstat Replacement Project**

Management has advised ITC that the maintenance agreements have been approved by the council.

**4.4. Infrared Scanning**

**PROLINE MANAGEMENT LTD.**

The infrared scanning was conducted on August 31 by Houle Electric. They have provided their report, and no issues were identified.

4.5. Parkade Membrane Repair

Management has asked South Island Surfaces to proceed with the repairs approved at the previous meeting. Owners and tenants will be advised when the work is scheduled, since it will affect access to and from various parts of the parkade.

4.6. Method Engineering Report on Condition of Parkade Membrane

As identified in the previous minutes, Method Engineering recommended that the membrane on the ramps and adjacent areas should be replaced, but South Island Surfaces does not agree that replacement is required at this time. Council has not yet had an opportunity to discuss this with Method Engineering but is still planning to do so.

4.7. Meters for Rooftop Air Handling Units/ Energy Consumption Billing

South Island Mechanical will be on site on Wednesday October 11 to investigate the issues raised by Island Temperature Controls regarding the rooftop air handling unit on 379 Tyee.

4.8. RDH Engineering Quote to Provide New Depreciation Report

RDH has been advised that their proposal to provide a new Depreciation Report was approved by the council at the last meeting.

4.9. Exterior Paint and Coatings Renewal Project/ Balcony Mock-up

Method Engineering has commenced work on this project with the balconies of B201 and B202 chosen as the subjects of the mock-up. Scope of the work includes:

- Remove the balcony guardrail glass and attempt various cleaning/repair options.
- Complete targeted concrete repairs as needed.
- Complete renewal of the waterproofing membrane on the balconies, including upturns at the walls and downturn at the concrete slab face.
- Repaint the concrete walls and balcony soffit within the balcony areas.
- Guardrail re-painting if timing and budget allow for it.

Work is expected to take about two weeks. Once completed, planning for a larger scale project, based on the results of the mock-up project, will be done.

Council intends to stay informed of the progress, particularly with regards to the solution recommended by the engineers for the glass and wants to ensure that the chosen solution will eliminate the existing issues going forward.

4.10. DGVS Membership

Council has written to DGVS regarding membership status, as identified in the minutes of the previous meeting. No response was received as of the meeting. Council will follow-up.

4.11. Easements

Council has confirmed that the *Easement for Building Encroachment* (relating to our parkade entrance ramp) was registered at the Land Title Office on April 20 and is now on title. As reported in the minutes of the previous meeting, the other easement (the Access

*Easement – Pedestrian Exit Ramp*) was not accepted by the Land Title Office. Owner Alex Fyfe, who was previously on the council and is still working with our lawyer on this matter, has advised the council that he has not received an update from the lawyer, despite numerous attempts, but that he is continuing to press for a response.

4.12. Bike Room Capacity

Council confirmed that Jennifer Cooper, Pamela Hayer, Chris Lawson and Kurt Sandstrom will form the Bike Storage Committee and will hold their first meeting soon. The committee will investigate bicycle storage capacity in general and consider ways of accommodating the increasing number of e-bikes and heavier bikes. Recommendations will be brought back to the council when ready.

4.13. Water Pressure

Following the September council meeting, Avalon Mechanical Engineering Consultants was engaged to provide recommendations with regards to the water pressure. Avalon subsequently conducted an on-site investigation and has advised that the water pressure could be increased by a maximum of 7 psi (pounds per square inch) at the pressure regulating valve in the mechanical room on level P2. They said this would result in an increase of 7 psi of water pressure throughout the strata (i.e., in all units), but the percent increase would be most significant in the upper-level units since water pressure drops with increased elevation.

In view of the above, a quote was requested and received from Gary Muir Plumbing to make the change to the water pressure. The quote was for \$550 plus GST. After discussion, council decided to approve the quote and the following motion was made:

**Motion:** That the quote for \$550 plus GST from Gary Muir Plumbing, to increase the building water pressure as directed by Avalon Mechanical, be approved.

**Moved:** Jennifer Cooper

**Seconded:** Peter Durrant

**Carried Unanimously**

All residents will be advised when this work is scheduled.

4.14. Responsibility for Maintenance of Rooftop Irrigation Systems that Normally Occurs Less Often than Once a Year

As per the decision made at the September council meeting, an opinion was requested from the strata's legal counsel as to whether a strata corporation can be "responsible" for maintenance of limited common property that normally occurs less often than once a year (i.e., to have it done) but require the owners with exclusive use of the limited common property to reimburse the strata for the costs of this maintenance.

Prior to the meeting, the council received the legal opinion.

As a result of the opinion, the council decided to organize a meeting with the owners of the penthouse units. In addition to discussing the legal opinion, the matters raised in correspondence from nine penthouse-unit owners received on August 7 will also be on the agenda.

4.15. Trees on Rooftops

Council decided to include this matter on the agenda of the meeting with the penthouse

owners referenced in item 4.14 above.

4.16. Snow Removal

Prior to the meeting, a time and materials proposal was received from Alco Building Management Services for winter snow removal. After discussion, the council decided to accept the proposal and the following motion was made:

**Motion:** That the time and materials proposal from Alco Building Management Services for winter snow removal be approved.

**Moved:** Quinn Leitch

**Seconded:** Pamela Hayer

**Carried Unanimously**

4.17. Annual Fire Inspection Deficiencies and Missed Units

Prior to the meeting, a quote for \$4,814.76, plus taxes was received from Community Fire Prevention Ltd. to repair deficiencies identified during the fire inspection in August. After discussion, the council decided to approve the quote and the following motion was made:

**Motion:** That the quote for \$4814.76 plus taxes, received from Community Fire Prevention Ltd. to repair deficiencies identified during the annual fire inspection and to inspect units that did not provide access, be approved.

**Moved:** Griffin Ryall

**Seconded:** Pamela Hayer

**Carried Unanimously**

The quote includes the cost of inspecting eight units that did not provide access during the inspection in August. Council decided that if access is not provided when Community Fire returns to repair the deficiencies, it will follow the provisions of [sections 133 and 135 of the Strata Property Act](#) to collect the costs of remedying the contravention of section 23 (1) (b) of the bylaws, which requires owners and tenants to provide access to their units for repair and maintenance such as the annual fire inspection, when given proper notice in advance, which the strata corporation did for the inspections in August.

4.18. Electrical Consumption Investigation/ EV User Fee

Prior to the meeting, a proposal was received from Houle Electric to investigate the increase in hydro consumption. Houle requested historical consumption data and advised that if the percentage increase in consumption is higher than what would be expected for the time of year, they could install a data logger at a cost of \$750 per week, for one to two weeks. Management has provided the data which Houle is currently analyzing. Council will wait to hear back as to whether Houle believes they should proceed with the data loggers.

4.19. Main Parkade Gate: Use of Fob to Exit

Further to the discussion at the previous meeting, management requested a quote from Harbour Door to enable vehicles to exit through the main parkade gate without using a fob. As a result, Harbour Door provided a quote for \$2800 plus GST to supply and install

a loop detector and all the necessary conduit, wire and PVC boxes. The loop detector would be cut into the concrete and sealed.

After discussion, the council decided to hold the topic for the agenda of the next general meeting (as a  $\frac{3}{4}$  vote resolution), in order to give the owners the opportunity to decide if they want this change to be made.

4.20. Floor Replacement Planning

Prior to the meeting, management obtained contact information for several designers who may be candidates to assist in providing design recommendations for renewal of the common hallways and lobbies. One of the companies designed the new rental office for the BOSA rental tower at 359 Tye. Council decided to look at the rental office before deciding on next steps.

4.21. Community Easement

Discussion on this topic was deferred to the next meeting.

4.22. P1 Maintenance Storage Room

Council further discussed the matter of how original construction materials being stored in this room should be disposed of. After discussion, council decided to defer further consideration of the matter until such time as the room is required for a different purpose.

5. OPERATING STATEMENTS

The operating statements for August and September 2023 were provided to council members by management in advance of the meeting. As the September statements were published just before the meeting, council decided to defer consideration of them until the next council meeting.

After discussion on the August statements, the following motion was made:

**Motion:** To approve the August operating statements as written.

**Moved:** Pamela Hayer

**Seconded:** Jennifer Cooper

**Carried unanimously.**

6. DECISIONS MADE ELECTRONICALLY SINCE THE LAST STRATA COUNCIL MEETING

These decisions were made by email since the previous council meeting:

- September 16: Council decided not to approve the request from SL 55 to chain (secure) the hand cycle parked in scooter stall 8 to the pipes located above the stall.
- September 17: Council approved the minutes of the September 11 council meeting.
- September 17: Council approved revised quotes from ITC for the enteliWEB server maintenance and for software licensing for 3 years. ITC advised that Delta is increasing the cost of the software licenses and that as a result, ITC has decided to unbundle the software license charges from the server maintenance and instead provide a 3-year software license at a significantly reduced rate than if it were charged on an annual basis, as part of the server maintenance. The revised quotes were as follows:
  - Server Maintenance: \$1648.66 (1 year)
  - Software license: \$1585.25 (3 years)

- September 21: Further to discussions at the September council meeting, council approved the quote for \$950 plus GST from Harbour Door to add a “sleeve” to the main parkade gate to reduce noise.
- October 1: Council approved the proposal from Method Engineering to conduct the Balcony Mock-up Repair Project.
- October 10: Council approved a request from the owner of SL 69 to allow a visitor to park in visitor parking for 2 days over the 7-day maximum, pursuant to section 13 (9) (c) of the bylaws.

As a result of the above, the following motion was made:

**Motion:** To ratify the six decisions made electronically by the council since the September 11 council meeting.

**Moved:** Jennifer Cooper

**Seconded:** Quinn Leitch

**Carried Unanimously**

## 7. NEW BUSINESS

### 7.1. Community Fire Quote for Winterization

Prior to the meeting, a quote for \$570 plus GST was received from Community Fire Prevention Services for winterization of the dry sprinkler valves in the parkade. After discussion, the council decided to approve the quote and the following motion was made:

**Motion:** That the quote for \$570 plus GST, received from Community Fire Prevention Services for winterization of the dry sprinkler valves, be approved.

**Moved:** Pamela Hayer

**Seconded:** Jennifer Cooper

**Carried Unanimously**

### 7.2. Standpipe and fire pump inspection

The Victoria Fire Department recently conducted an inspection of Balance and identified that the standpipe and fire pump were not tagged as having been inspected during the recent fire inspection by Community Fire Prevention Services. After investigation, Community Fire indicated that the failure to include these inspections in the scope of the inspection in August was an oversight and provided a quote for \$500.00 plus GST to inspect the two items. After discussion, the council decided to approve the quote and the following motion was made:

**Motion:** That the quote for \$500 plus GST, received from Community Fire Prevention Services for inspection of the standpipe and fire pump, be approved.

**Moved:** Chris Lawson

**Seconded:** Quinn Leitch

**Carried Unanimously**

### 7.3. Pinhole Leak in Fire Sprinkler Pipe, P3

Prior to the meeting, a quote for \$2803.33 was received from Community Fire Prevention

Services to repair a pinhole leak in a fire sprinkler pipe on the P3 level of the parkade. After receipt of the quote, council asked management to have Community Fire explain why the repair is so costly. Community Fire advised that in addition to materials, the repairs will require two technicians and will take the better part of a day to complete, since the fire sprinkler system must be properly prepared and protected while the pipe is removed and replaced. However, Community Fire agreed to reduce the cost to \$2503.33.

After discussion, the council decided to approve the quote and the following motion was made:

**Motion:** That the quote for \$2503.33 plus GST, received from Community Fire Prevention Services for repair of a pinhole leak in a fire sprinkler pipe in the P3 level of the parkade, be approved.

**Moved:** Quinn Leitch

**Seconded:** Pamela Hayer.

**Carried Unanimously**

#### 7.4. Telus Fibre discounts

Prior to the meeting, the council received correspondence from an owner indicating that Telus was no longer offering the discounts that were offered to Balance residents when the Telus Fibre network was installed in the strata in 2018.

On investigation, council confirmed that the discount program offered at the time was for a maximum of 5 years. However, management has obtained a proposal from Telus to re-instate the program for one year, providing that the strata agrees to allow Telus to conduct two information sessions inside the buildings about Telus services, and to allow “supporting marketing collateral posted in the buildings and letter delivered to each suite at least three times a year.”

After discussion, council was in favour of allowing the information sessions and posting of collateral material to secure the discounts, but not the letters delivered three times a year. Council asked management to get back to Telus to see if they will re-instate the discount program on this basis.

### 8. COMPLAINTS AND BYLAW ENFORCEMENT

(The BC *Strata Property Act* requires strata councils to enforce the bylaws of the strata corporation. Section 135 describes the process that must be followed when a bylaw complaint is received by the strata council.)

#### 8.1. Request to Reverse Fine

Prior to the meeting, correspondence was received from the tenant of SL 71, requesting that the fine assessed at the previous council meeting be reversed. After discussion, the council decided not to reverse the fine and asked management to advise the tenant accordingly.

*At this time (6:35 PM), council member Quinn Leitch left the meeting.*

#### 8.2. Dripping Water from Balcony

Prior to the meeting, a complaint was received alleging that occupants of SL 124 let water drip from the balcony, causing nuisance to the complainant. A bylaw enforcement letter was sent to the owner. The owner responded in writing and provided a letter from family

members who were occupying the unit at the time. The occupants apologized for allowing the dripping water. After discussion, the council found that there was a breach of section 3 (2) (t) of the bylaws, which prohibits owners, tenants and occupants from allowing water to drip from a balcony. The council asked management to send a warning letter to the owner, identifying that the bylaw applies regardless of who is occupying the unit and that the owner must ensure occupants are aware of all the bylaws, including this one.

**9. CORRESPONDENCE**

9.1. Parkade Gate

Correspondence was received from an owner expressing support for changing the operation of the main parkade gate to allow exiting without use of a fob. The owner also suggested that the option to activate the gate with a fob should be retained, to accommodate bikes exiting through the gate. Council will get back to the owner to thank them for their correspondence and advise that the council is planning to put the topic on the agenda of the next general meeting.

**10. ANY OTHER BUSINESS**

10.1. Monthly Balance Bulletin

Council discussed topics for inclusion in the next Balance Bulletin.

**11. DATE OF NEXT MEETING**

The next strata council meeting is scheduled for Tuesday November 14, 2023.

**12. ADJOURNMENT**

The meeting was adjourned at 6:45 pm.

**Current Residential Heating/ Water Utility Rates - Variable**

Heat and Hot Water Energy Consumption: \$0.072/ kwh. Water Consumption: \$0.00170/ litre.  
Rates are subject to change.