

Regional District Of Central Okanagan

Policy And Procedures Manual

Chapter:	6.	INSPECTION SERVICES	Policy Resolution No: 3633/92
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6.17 Strata Conversion of Existing Buildings

#3633/92

THAT the Regional Board of the Regional District of Central Okanagan adopt the following policy in respect to strata conversion of existing buildings, under the Condominium Act:

Any Strata Conversion application submitted under the provisions of the Condominium Act for consideration of the Regional District Board of Directors shall be accompanied by:

1. A Statutory Declaration duly sworn and executed encompassing the following matters:
 - a) That all tenants affected by any proposed Strata Conversion be advised by the owner that an application for a Strata Conversion has been made to the Regional District of Central Okanagan under the provisions of the Condominium Act to stratify, by way of a strata plan, the building occupied by the said tenants.
 - b) That the owner of any proposed Strata Conversion include in the said statutory declaration any proposal for the relocation of persons occupying the said building(s).
 - c) That the owner of any strata conversion, provided he intends to place the strata units on the open market for sale, give the present tenant or tenants a first refusal to purchase prior to giving any notice to the tenant or tenants to vacate the said strata unit or units. (the intent of this provision is to permit the owner to retain the right to sell any strata conversion unit without obligation to present tenants in specific situations such as a sale to members or relatives of his family in estate situations where an "in-house" private sale may be made without the unit being placed on the open market for sale.)
 - d) That the applicant of any strata conversion application provide all tenants with a copy of the Residential Tenancy Act in order to advise all tenants of their rights with respect to termination of their tenancy in the event that they are not given opportunity or do not wish to purchase the strata unit which they occupy.
 - e) That the applicant of any strata conversion application provide all tenants of the building proposed to be stratified with a letter, at least 10 days prior to the matter being presented to the Board for their consideration, advising the tenants the date and time of the board meeting at which such application is to be considered and that any tenant(s) who deem their interest to be affected by such strata conversion may appear before the Board and express their views regarding such conversion.
2. A copy of proof of delivery of the notice required under Section 1(e) of this policy.