COUNCIL APPROVAL KIT

Minute preparation for The Owners, Strata Plan [PLAN NUMBER] [Building or complex name]

For the strata council: how to have the strata corporation pay for StrataMinutes, so no council member pays out of pocket.

1. What council is approving

StrataMinutes prepares the strata corporation's meeting minutes from the secretary's notes, formatted to the record-keeping requirements of the Strata Property Act. The Standard membership is for one strata corporation and includes:

- 12 meeting credits a year on the annual plan, or one council meeting a month on the monthly plan
- A polished PDF and an editable Word copy of each set of minutes
- A compliance checklist with every meeting
- One included revision per meeting

2. What it costs

Item	Price	Notes
Annual membership	$299 a year	One payment and one receipt a year
Monthly membership	$29 a month	Cancel anytime
AGM or SGM minutes	$25 per meeting	Added to that meeting
Audio recording instead of notes	$25 per meeting	Plus $10 per hour after the first hour
Meetings beyond those included	$15 per meeting	

Prices are in Canadian dollars. New members start with a free month. On the annual plan the strata pays $299 instead of $348 for twelve monthly payments.

3. What it costs each owner

Spread across the strata lots, the membership works out to:

Strata lots	Per lot per month (annual plan)	Per lot per month (monthly plan)
10	$2.49	$2.90
20	$1.25	$1.45
30	$0.83	$0.97
50	$0.50	$0.58
100	$0.25	$0.29

Our strata: $299 ÷ 12 months ÷ _____ strata lots = $_____ per strata lot per month.

4. Receipts made out to the strata corporation

Enter the strata plan number in the StrataMinutes dashboard (www.strataminutes.ca/dashboard) before the first payment. Every receipt from then on is emailed after payment and made out to the strata corporation's legal name under section 2(1)(b) of the Strata Property Act: **The Owners, Strata Plan [PLAN NUMBER].**

Option A: approve it now by council resolution

Section 98 of the Strata Property Act lets the strata corporation pay an expense that is not in the budget out of the operating fund, as long as all such unapproved spending in the fiscal year, added together, stays under the amount set in the bylaws. If the bylaws do not set an amount, the limit is **$2,000 or 5% of the year's operating fund contributions, whichever is less.**

Under the Standard Bylaws, a person may spend the strata corporation's money only if council has delegated that power (bylaw 21), and council delegates spending by a resolution for a specific amount and a specific purpose (bylaw 20). Your strata's own bylaws may differ.

Draft motion for the council minutes

It was moved and seconded that the strata corporation subscribe to the StrataMinutes Standard membership at [$299 a year / $29 a month] for the preparation of the strata corporation's meeting minutes, paid from the operating fund under section 98 of the Strata Property Act, and that council delegate to [name], [treasurer], the authority to pay this amount for this purpose.

- ☐ Unapproved operating fund spending this fiscal year, including this amount, stays under our bylaw limit (or, if our bylaws set none, under $2,000 and under 5% of this year's operating fund contributions).
- ☐ Record the motion and the result of the vote in the council minutes.
- ☐ Add the strata plan number in the StrataMinutes dashboard so receipts are made out to the strata corporation.
- ☐ Sign up with an email address the strata keeps, such as a council email account handed from one secretary to the next, so the membership stays with the strata when council changes.

Option B: include it in the next annual budget

The proposed budget goes out with the notice of the annual general meeting and is approved by a majority vote at the meeting (section 103). Add a line under administration, for example:

Administration: minute preparation service (StrataMinutes) $299

Carry the line forward in each year's proposed budget. If a new budget is ever not approved, section 104 lets the strata corporation keep paying expenses of a type set out in the previous budget that occur once a year or more often, up to the amount in that budget.

Timing: the AGM must be held within two months after the fiscal year ends (section 40), and its notice, with the proposed budget, must go out at least two weeks before the meeting (section 45). For a December 31 year end, the budget is drafted over the winter.

This kit is general information for BC strata councils, not legal advice. Check your strata's own bylaws, which may set a different spending limit or different rules for delegating spending. Kit provided free by StrataMinutes.ca, the professional minute preparation service for British Columbia strata corporations.