

City of Vancouver / False Creek South Strata Leasehold Delegate

Strata Leaseholder Delegate

Terms of Reference

Version 1.3 (July 27, 2017)

The City of Vancouver, in consultation with the Strata Leaseholders Subcommittee of *RePlan and individual residential and commercial strata lot lessees have developed a framework process for resolving issues arising from the approaching end of the 60-year leasehold strata leases in False Creek South (“FCS”). The process is intended to improve the likelihood of resolving the end-of-lease issues in a way that is satisfactory to the City, as landlord, and the 717 strata lot lessees.

The City, as landlord, has 717 individual leases with strata lot lessees in FCS. These 717 leases are organized into 16 different leasehold strata corporations in 12 locations in the community (referred to as “enclaves” within FCS). To facilitate a successful outcome, the framework process contemplates that each strata corporation will appoint one or two representative(s)/delegate(s) who will participate in non-binding discussions with the City to identify issues and develop options regarding issues arising from the end of the 60 year leasehold strata lot leases. This requires a resolution of the Strata Corporation, rather than a Strata Council, to ensure that all strata leaseholders in a strata corporation have an opportunity to participate in the selection of the strata corporation’s delegate(s).

The delegates of each strata corporation will meet and work with the City throughout the framework process.

This Terms of Reference has been developed as a guide for the role that each of the delegates will play in the framework process.

A. MANDATE AND KEY RESPONSIBILITIES

1. **Role of the delegate:** to participate in non-binding discussions with the City of Vancouver and specifically:
 - a. **Describe common and strata specific issues** experienced by the members of the delegate’s strata corporation and to describe the consequences of the identified issues;
 - b. **Develop Potential Options** to resolve issues;
2. **Key responsibilities of strata leasehold delegates:**
 - a. Attend regular, in person, meetings with the City of Vancouver;
 - b. Serve as a communication conduit to other strata lot lessees (within the delegate’s strata corporation) so as to inform and gather information from leaseholders and have discussions with the City of Vancouver;

- c. distribute information to other strata lot lessees (within the delegate's strata corporation) regarding the existing lease terms issues that have been identified and options that have been developed;
- d. Provide input and commentary regarding specific lease resolution options being considered.

B. PARTICIPATION AND MEETING SCHEDULE

1. PARTICIPATION:

- a. Each delegate must be appointed by a resolution of the delegate's strata corporation.
- b. Until that resolution is in place delegates must be appointed by their Strata Council and will be considered delegates on an interim basis.
- c. The City will be notified if the members of a strata corporation have designated any alternative delegates

2. MEETING SCHEDULE

- a. The delegates will meet at least monthly with the City on a scheduled day and time; and
- b. Delegates may also be requested to meet with the City in smaller groups or individually, as needed.

C. DELEGATE AUTHORITY

- 1. The delegates have no authority and cannot, in any way, bind any strata leaseholders in False Creek South.

D. ADMINISTRATION

- 1. The City of Vancouver will be responsible for administration of the Framework Process including meeting scheduling providing meeting locations etc.

E. KEY RELEVANT REGULATION, POLICY AND DOCUMENTS

- 1. The City and the delegates will develop principles of discussion which will guide meetings and interactions. The City and Delegates will be expected to adhere to the principles of discussion.

F. AMENDMENTS TO TERMS OF REFERENCE

- 1. The City may, by mutual agreement with the delegates, revise these terms of reference from time to time.