

**ARE YOU STILL COMPLETELY
LOST, EVEN AFTER USING THIS
CHART?**
**Consult with lawyer or legal
retainer for guidance.**

START HERE
Has the strata incurred a cost
due to the action or inaction of
a specific owner or tenant?

YES
Does the strata have a current
Land Title-registered, legally-
reviewed chargeback bylaw?

NO
Is the owner or tenant currently
breaching a bylaw or rule?

YES
Is the cause of the cost well
documented and directly linked
to the strata lot (e.g., contractor
report, incident log)?

NO
Is the cost clearly attributable
to a bylaw breach or negligent
act by the owner or tenant?

YES
Send a **Section 135 Letter** for
bylaw infraction. Wait 20 days
prior to council decision on
further action and/or fine.

YES
Have you received the invoice
or will the invoice be received
before a sale of a strata lot
could occur?

NO
**Strata may need to absorb the
costs.** Gather documentation first
or issue a **Section 135 Letter** if
bylaw breach is suspected but not
confirmed. Consult with lawyer or
legal retainer for guidance.

YES
Send **Section 135 Letter** for
bylaw infraction. Wait 20 days
prior to council decision &
assessment of costs and/or
fine.

NO
No action. Monitor and
document.

YES
Send a **Chargeback Letter**.
Include evidence & cite
relevant CB bylaw.

NO
Send **Section 135 Letter** for bylaw
infraction. Wait 20 days prior to
council decision & assessment of
costs and/or fine.

NO
**Strata may need to absorb
the costs.** Consult with lawyer
or legal retainer for guidance.

This is an educational primer, not
legal advice. For specific situations,
consult the *Strata Property Act*,
Regulations, your bylaws/strata plan,
and qualified professionals.

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