

COUNCIL RESOURCE

Strata Proposal Comparison Worksheet

A weighted scorecard for comparing two or three management proposals side by side.

How to use this: print it, bring it to a council meeting, and fill it in before the discussion gets too broad. This is a working document, not a brochure.

When to use it

Use this after proposals arrive, before council discussion starts. Each council member should score independently first.

The worksheet keeps the vote focused on evidence: manager load, written response times, fee structure, contract terms, and comparable-building experience.

Weighted comparison table

CRITERION	WEIGHT	FIRM A	FIRM B	FIRM C
Manager turnover rate	High			
Portfolio load per manager	High			
Communication SLA	High			
Similar-building experience	High			
Contract terms	High			
Fee transparency	Medium			
Financial package quality	Medium			
Technology platform	Medium			
Company stability	Low			
Proactive posture	Low			

Evidence to ask for

- Sample monthly financial package.
- Three comparable-building references.
- Written response-time expectations.
- Full fee schedule, including extras.
- Draft management agreement before the vote.

Scoring instructions

Score independently before discussion. Group discussion too early tends to reward the loudest concern rather than the strongest evidence.

Use 1 for weak, missing, or unsupported evidence. Use 3 for acceptable but not proven. Use 5 for clear evidence that fits the building's actual needs.

A low fee should not erase a weak manager-load answer, unclear handover plan, or contract language council does not understand.

Score meaning

SCORE	MEANING	USE WHEN
1	Poor fit	The proposal does not answer the question or creates a clear risk.
2	Weak	The answer is partial, generic, or depends on assumptions council cannot verify.
3	Acceptable	The answer is workable but does not create confidence.
4	Strong	The answer is specific and supported by evidence.
5	Best fit	The answer is specific, supported, and closely matched to this building.

Proposal red flags

AREA	RED FLAG	FOLLOW-UP QUESTION
Capacity	The firm says yes without asking about unit count, issues, or location.	Which buildings like ours have you added in the last year?
Manager load	No portfolio count or unit-load range is provided.	What load will our assigned manager carry on day one?
Fees	Several charges are left to the contract or fee schedule later.	Can council see the full schedule before ranking proposals?
Records	The handover plan is one sentence.	Who owns the records checklist and when is it reconciled?
Authority	The manager appears to decide matters council must decide.	Which duties remain with council under your model?
References	References are much larger, newer, or in a different region.	Can we speak to a similar building?

Reference call notes

Firm: [FIRM NAME]

Reference building: [SIZE / CITY / TYPE]

What works well:

[NOTES]

What council should watch:

[NOTES]

Would they hire the firm again?

[YES / NO / UNSURE AND WHY]

Final ranking memo

Council ranked [FIRM A], [FIRM B], and [FIRM C] using the same criteria and evidence request.

Recommended firm: [FIRM NAME].

Reason: [FIRM NAME] scored strongest on the criteria that matter most for this building: [LIST].

Risks to negotiate before signing: [LIST].

Decision needed: authorize contract negotiation, seek legal review, request revised terms, or reopen the search.

Source notes council should know

The Province of BC says a strata council can delegate work to a strata manager, but council remains responsible for meeting the Strata Property Act obligations.

BC's strata management contract guidance says the contract should be written, should spell out delegated authority, and should explain payment, signing authority, access to money, and duties.

When a strata management contract ends, provincial guidance says the brokerage must return strata corporation records in its possession or control within four weeks.

BCFSA says strata managers provide services through licensed brokerages and are supervised by managing brokers. Councils can verify professionals and brokerages through BCFSA's public register.

The CRT has jurisdiction over most BC strata claims, but its own site warns that review of a new application can take several months. That is a reason to document issues before they become disputes.

Sources checked: Province of BC strata council guidance; Province of BC strata management contract guidance; Province of BC information and record keeping in stratas; BCFSA strata management and Find a Professional pages; CRT strata property page; CHOA management-contract bulletin.

Research links

Province of BC - Strata councils: www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/roles-and-responsibilities/strata-councils

Province of BC - Strata management contract: www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/roles-and-responsibilities/strata-property-managers/strata-management-contract

Province of BC - Information and record keeping in stratas: www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/information-and-record-keeping

BCFSA - Strata management: bcfsa.ca/industry-resources/real-estate-professional-resources/education-and-licensing/becoming-licensed/strata-management

BCFSA - Find a Professional: bcfsa.ca/public-resources/real-estate/find-professional

Civil Resolution Tribunal - Strata property: civilresolutionbc.ca/solution-explorer/strata/

CHOA - Management contracts bulletin: choa.bc.ca/wp-content/uploads/pdf/200/200-007-Management-Contracts.pdf

Next step

If you do not have firms to score yet, start with the match intake. Strata Match returns two or three BC firms confirmed to fit your building.

Start at stratamatch.ca/match/switch.

Need firms that fit the building?

Strata Match scores BC firms against size, geography, capacity, portfolio type, reputation, and issue fit. The team then returns two or three options for council review.

[STRATAMATCH.CA/MATCH/SWITCH](https://stratamatch.ca/match/switch)

Prepared by Strata Match. This document is general information for BC strata councils, not legal advice.