

THE OWNERS, STRATA PLAN [PLAN NUMBER] · [BUILDING NAME]

Minutes of the Annual General Meeting

Held	[date], at [time]
Place	[address and room, and/or “electronically by [platform]”]
Strata lots represented	[number] in person and [number] by proxy, for [number] of [total] votes
Council present	[names]
Also present	[e.g. strata manager, guests — names and roles only]

1. Call to order

[Name] called the meeting to order at [time].

2. Proxies and voting cards

[Number] proxies were certified and voting cards were issued to eligible voters.

3. Quorum

Eligible voters holding [number] of [total] votes were present in person or by proxy. Quorum is one-third of the votes, [number], so quorum [was / was not] established.

4. Chair

[The council president chaired the meeting. / The meeting elected [name] to chair.]

5. Proof of notice

The chair confirmed that notice was sent on [date] by [email / mail / hand delivery].

6. Agenda

Moved by [name], seconded by [name]: To approve the agenda [as circulated / as amended to ...].

In favour: ☐ Opposed: ☐ Abstained: ☐ CARRIED / DEFEATED

7. Minutes of the last general meeting

Moved by [name], seconded by [name]: To approve the minutes of the [annual / special] general meeting held [date].

In favour: ☐ Opposed: ☐ Abstained: ☐ CARRIED / DEFEATED

8. Unfinished business

[Summarise, or write "None."]

9. Council's report

[Name] reported on the council's activities and decisions since the last annual general meeting: [summary].

10. Rules

Moved by [name], seconded by [name]: To ratify the rule(s) made on [date]: [rule].

In favour: ☐ Opposed: ☐ Abstained: ☐ CARRIED / DEFEATED

11. Insurance

[Name] reported on the corporation's insurance: insurer [name], building coverage \$[amount], deductibles [list], policy term [dates].

12. Budget

Moved by [name], seconded by [name]: To approve the [fiscal year] operating budget and contingency reserve fund contribution as circulated.

Vote needed: majority

In favour: ☐ Opposed: ☐ Abstained: ☐ CARRIED / DEFEATED

13. Resolution A — [short title]

BE IT RESOLVED, by a $\frac{3}{4}$ vote of The Owners, Strata Plan [plan number], that [full wording as passed].

Vote needed: $\frac{3}{4}$ — three-quarters of the votes cast; abstentions are not counted

In favour: [] Opposed: [] Abstained: [] CARRIED / DEFEATED

14. Election of council

[Number] owners were nominated for [number] seats and were elected [by acclamation / by ballot]: [names].

15. Termination

There being no further business, the meeting was terminated at [time].

[Name], Chair

[Name], recording the minutes

Getting the minutes right

- ☐ **Record the result of every vote.** The Act requires minutes of general meetings, including the results of any votes (s.35). If an eligible voter asks for a precise count, record the numbers for and against (Standard Bylaw 27).
- ☐ **Record decisions, not the debate.** A sentence on what was discussed is enough. The minutes are a record, not a transcript.
- ☐ **Leave out personal information** the record doesn't need: phone numbers, emails, and who owes what by name.
- ☐ **Tell owners their new strata fee** within two weeks of the budget being approved (s.106).
- ☐ **Keep the minutes for at least six years** (Strata Property Regulation s.4.1).
- ☐ **Owners can ask for a copy.** Most records must be provided within two weeks of a request (s.36).
- ☐ **These minutes are approved at the next general meeting** — item 6 on its agenda.
- ☐ **Follow your own agenda.** In the PDF every section's heading and text can be rewritten, and there is a blank section before the last for anything else.

Minutes that write themselves

Run the meeting in ManageStrata and the attendance, quorum and every vote count are recorded as they happen. The minutes are drafted from them, and a council member reviews and approves them before they go to owners. Free for stratas of up to 4 lots. managestrata.ca