

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

Notice of Annual General Meeting

Date	[day, month date, year]
Time	[7:00 p.m.] — registration opens at [6:30 p.m.]
Place	[address and room]
Joining online	[link and dial-in, or delete this line if the meeting is in person only]
Date of this notice	[date sent]

The strata council gives notice that the annual general meeting of the owners of Strata Plan [plan number] will be held at the date, time and place above.

Please bring this notice. If you can't attend, you can appoint someone to vote for you with the proxy form enclosed. Give it to them, and they hand it in at registration.

Agenda

1. Certify proxies and corporate representatives, and issue voting cards.
2. Determine that there is a quorum.
3. Elect a person to chair the meeting, if necessary.
4. Present proof of notice of meeting, or waiver of notice.
5. Approve the agenda.
6. Approve the minutes of the last annual or special general meeting, held [date].
7. Deal with unfinished business.
8. Receive the council's report on its activities and decisions since the last annual general meeting, and any committee reports.
9. Ratify any new rules made since the last annual general meeting: [list them, or write "none"].
10. Report on insurance coverage (Strata Property Act s.154).
11. Approve the budget for the fiscal year beginning [date] — majority vote.
12. New business, including the resolutions below:
 - Resolution A — [short title] — $\frac{3}{4}$ vote
 - Resolution B — [short title] — majority vote
13. Elect the strata council.
14. Terminate the meeting.

Enclosed

- The proposed budget for [fiscal year]
- The financial statement for [fiscal year just ended]
- The full wording of every $\frac{3}{4}$ -vote, 80% or unanimous resolution (below)
- A proxy appointment form
- [Anything else — the insurance summary, the depreciation report summary, a council candidate list]

Resolutions

Resolution A — [short title, e.g. "Replace the roof membrane from the contingency reserve fund"] — $\frac{3}{4}$ vote

BE IT RESOLVED, by a $\frac{3}{4}$ vote of The Owners, Strata Plan [plan number], that [what the owners are approving, in full — the amount, the fund it comes from, and the work or purpose].

Resolution A needs at least three-quarters of the votes cast by eligible voters present in person or by proxy. Abstentions are not counted.

On behalf of the strata council,

[Name]

[President / Secretary]

[email or address for questions]

Before you send it

- ☐ **Count the days.** Owners must get at least two weeks' written notice (s.45). Notice that is mailed, emailed, put under the door or left in a mail slot is deemed received four days after it goes out (s.61), and neither the day it is received nor the day of the meeting counts towards the two weeks. Send it three weeks ahead and you are clear.
- ☐ **Check the deadline.** The AGM must be held no later than two months after the end of your fiscal year (s.40).
- ☐ **Send it to everyone entitled to it:** every owner, any tenant who has been assigned the landlord's right to vote, and any mortgagee that has filed a request for notice (s.45).
- ☐ **Attach the budget and the financial statement.** An AGM notice must include both (s.45).
- ☐ **Print the wording of every $\frac{3}{4}$, 80% or unanimous resolution in the notice.** At the meeting it can only be amended if the change isn't substantial and three-quarters agree to the amendment first (ss.45, 50).
- ☐ **Say how to join online** if you are offering it (s.49). Since November 2022 no bylaw is needed to hold an electronic or hybrid meeting.
- ☐ **Winding up?** That needs four weeks' notice, not two, and it can't be waived.
- ☐ **Keep proof** of how and when it went out. Proof of notice is item 4 on the agenda.
- ☐ **Check your own bylaws.** The agenda above is the Standard Bylaws' order of business (bylaw 28). If your corporation has amended its bylaws, they win.
- ☐ **Change the agenda, enclosures and resolutions for this meeting.** In the PDF each is one box you can rewrite — add, remove, reorder. The Word file does the same, with formatting.

Next year, skip the template

ManageStrata works out your notice date, sends the notice to every owner, counts proxies towards quorum and runs the vote. The minutes are drafted for you, and a council member approves them. Free for stratas of up to 4 lots. managestrata.ca