

Minutes of the Strata Council Meeting

Held	[date], at [time]
Place	[address, or “electronically by [platform]”]
Council present	[names and offices]
Regrets	[names]
Also present	[strata manager, owners observing — names only]

1. Call to order and quorum

[Name] called the meeting to order at [time]. [Number] of [number] council members were present in person, so quorum was established.

2. Agenda

The agenda was approved [as circulated / with the addition of ...].

3. Previous minutes

The minutes of the council meeting held [date] were approved [as circulated / as amended].

4. Business arising

[Follow-up on last meeting's action items.]

5. Financial report

Operating fund: \$[balance] at [date], [on / over / under] budget year to date. Contingency reserve fund: \$[balance]. Arrears: [number] lots, \$[total].

6. Maintenance and repairs

[Open work, quotes received, completed work.]

7. Correspondence

[Letters and requests received, and the response — no owner names needed.]

8. Bylaw matters

[Complaints received and decisions made, by strata lot or file number. Hearings are held without observers.]

9. New business

[Item.]

Decisions

Motion	Moved	Seconded	For	Against	Result
[To accept the quote from [vendor] for [work], \$[amount]]	[name]	[name]	[n]	[n]	[Carried]

Action items

Task	Who	By
[Get a second quote for ...]	[name]	[date]

Task	Who	By

Next meeting and adjournment

The next council meeting is [date, time, place]. The meeting was adjourned at [time].

Council meeting rules worth knowing

These are the Standard Bylaws. If your corporation has amended its bylaws, check them first.

- ☐ **Calling a meeting.** Any council member can call one with at least one week's notice to the others, saying why. Owners must be told about the meeting as soon as feasible (Standard Bylaw 14).
- ☐ **Quorum** depends on the size of the council: 1 member of a one-person council, 2 of 2–4, 3 of 5–6, and 4 of 7. Members count towards quorum only if present in person (Bylaw 16) — joining electronically counts as in person (Bylaw 17).
- ☐ **Votes** are decided by a majority of council members present. If there is a tie, the president may cast a second vote, unless the strata plan has only two lots. **Record the result of every vote** in the minutes (Bylaw 18).
- ☐ **Send the minutes to owners within two weeks of the meeting**, whether or not they have been approved (Bylaw 19).
- ☐ **Owners may attend as observers**, but can be excluded from bylaw hearings and from items where their presence would unreasonably interfere with someone's privacy (Bylaw 17).
- ☐ **Hearings.** An owner or tenant can ask in writing to be heard by council. The council must hold the hearing within four weeks, and give a decision in writing within a week of it (s.34.1).
- ☐ **Keep it lean on personal information.** Refer to strata lot numbers rather than names for arrears and bylaw matters.
- ☐ **Follow your own agenda.** In the PDF every section's heading and text can be rewritten, and the decisions and action items have room for five more rows each.

Send the minutes before the two weeks are up

ManageStrata drafts the minutes from the meeting, a council member approves them, and they go to every owner in one step. Action items carry a name and a date, and come back at the next meeting on their own. Free for stratas of up to 4 lots. managestrata.ca