

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

Notice of Special 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]
Date of this notice	[date sent]

The strata council gives notice that a special general meeting of the owners of Strata Plan [plan number] will be held at the date, time and place above, to consider the resolution set out below. [This meeting was demanded in writing by owners holding at least 20% of the votes, under s.43 of the Strata Property Act. — delete if not]

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. Resolution 1 — special levy for [purpose] — $\frac{3}{4}$ vote.
9. Terminate the meeting.

Resolutions

Resolution 1 — special levy — ¾ vote

WHEREAS [the reason — e.g. the 2026 building envelope assessment found the roof membrane at the end of its service life];

BE IT RESOLVED, by a ¾ vote of The Owners, Strata Plan [plan number], that the strata corporation raise a special levy of \$[total amount] for the purpose of [purpose], to be shared among the strata lots according to their unit entitlement as set out in Schedule A, and payable [in full on [date] / in [number] instalments due on [dates]].

Resolution 1 needs at least three-quarters of the votes cast by eligible voters present in person or by proxy. Abstentions are not counted.

Schedule A — each strata lot’s share

Strata lot	Unit	Unit entitlement	Share of levy
[1]	[101]	[]	\$()
[2]	[102]	[]	\$()
[3]	[103]	[]	\$()
Total		[]	\$(total)

A proxy form is enclosed. If you can’t attend, give it to the person you want to vote for you.

On behalf of the strata council,

[Name]

[President / Secretary]

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.
- ☐ **A special levy resolution must say what it is for, the total amount, each lot's share, and when it is due** (s.108). That is what Schedule A is for.
- ☐ **$\frac{3}{4}$ vote, or unanimous.** A levy shared by unit entitlement needs a $\frac{3}{4}$ vote. Sharing it some other way — equally, or by who benefits — needs a unanimous vote (s.108(2)).
- ☐ **Print the full wording in the notice.** It can only be amended at the meeting if the change isn't substantial and three-quarters agree to the amendment first (ss.45, 50).
- ☐ **Was the meeting demanded by owners?** Owners holding 20% of the votes can demand one in writing, and it must be held within four weeks — eight for a winding-up resolution (s.43). The demanded business goes first on the agenda.
- ☐ **Spending from the contingency reserve fund instead?** Most of it needs a $\frac{3}{4}$ vote, but a majority is enough for work recommended in your depreciation report, the report itself, and EV charging (s.96).
- ☐ **Winding up?** That needs four weeks' notice and an 80% vote of all eligible voters.
- ☐ **Check your own bylaws.** The agenda follows the Standard Bylaws (bylaw 28).
- ☐ **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.
- ☐ **Schedule A has eight rows for lots.** More than that? Use the Word file, or attach your own schedule.

One vote, run properly

ManageStrata sends the notice with the resolution wording attached, lets owners vote electronically, and holds each resolution to its BC threshold — majority, $\frac{3}{4}$ or unanimous — with a live tally. Free for stratas of up to 4 lots. managestrata.ca