

Instructions

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the

General Meeting Information

Condominium corporation's name

1. Date and Time of the Meeting

2. Place of the meeting

3. The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)

4. The quorum needed for this meeting is the owners of _____ out of _____ units in the corporation.

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the act to determine who counts towards the quorum.

Note for common elements condominium corporations: If your corporation is a common elements condominium corporation, the reference above to "units" should be read as a reference to "the common interest(s) in the corporation."

5. A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):

Yes No

6. A by-law of the corporation authorizes voting methods, in addition to voting by a show of hands, by ballot, by proxy (e.g., by phone or online), if any

Yes No

7. If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form. The form is available on the government's website. It may also be available from your corporation.

8. Please check all of the following that apply to the upcoming meeting:

8.A This is an annual general meeting

8.B This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors)

8.C This is a meeting to remove or appoint an auditor

8.D This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998*

8.E This is a meeting for the purpose of considering an addition, alteration or improvement to the common elements, a change in the assets of the corporation, or a change in a service of the corporation

8.F This is a meeting to discuss proposed changes to the declaration and description, by-laws, rules or any agreements

8.G This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*

9. Additional material that was submitted by owners by the deadline specified in the preliminary notice is being included with this notice.

10. A by-law of the corporation requires that additional material be included with this notice.

Note for common elements condominium corporations: If your corporation is a common elements condominium corporation, all references in this form to “unit(s)” should be read as references to “common interest(s) in the corporation,” and all references to “unit owner(s)” should be read as references to “the owner(s) of a common interest in the corporation”.