

Preliminary Notice of AGM

Date:

Dear owners,

In preparation for our Annual General Meeting (AGM), please find attached the following documents:

1. The Preliminary Notice of AGM
2. A Director Disclosure form
3. A Periodic Information Certificate

As you may have heard, the province is revamping the governance of condo corporations through the *Protecting Condominium Owners Act*. This new legislation is implementing various changes to how each condo corporation in Ontario communicates with and keeps its owners informed of the corporation's status, finances and governance.

While it is important to read the attached forms in their entirety, please see below key information about our upcoming AGM:

Condominium Corporation No.	
Date of AGM:	
Location of AGM:	
Number of directors to be elected:	positions to be elected
Appointment of auditor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deadline to provide your candidacy for the board, suggest an auditor or suggest materials to be included in the <i>Notice of meeting</i>:	
Address where to respond or provide the above information	

We hope to see many of you at the AGM. This is an important meeting where we discuss the status of our corporation and vote on important matters. Another Notice will follow shortly with more information about the upcoming AGM.

Please see below additional information to help you understand the new process to call an AGM and some of the new forms mandated by the province.

Preliminary Notice of AGM

The *Preliminary Notice* provides owners with advance notice of the AGM. It must be sent at least 35 days prior to the meeting. It will be followed by a *Notice of meeting*, which will be sent at least 15 days before the AGM.

The *Preliminary Notice* provides owners with information on the items to be covered at the AGM, including whether directors will be elected and whether an auditor will be appointed. It also provides owners with the ability to put forward their candidacy to be elected on the board, to suggest an auditor to be considered and to suggest any material they wish to see added to the *Notice of Meeting*. The corporation may but does not have to add items to the *Notice of Meeting* unless 15% of the owners requisition it.

Candidates for the board of directors

Individuals wishing to be a candidate for election to the board of directors must now disclose to owners specific information about themselves and related individuals. Failure to do so in a timely manner results in automatic disqualification.

Please find enclosed a *Director Disclosure form*, which must be completed, dated, signed and returned by candidates prior to the AGM. Those wishing to run for a position on the board should also provide a short bio. Please send your *Disclosure Form* and bio prior to the date identified on the first page of this note. Both will be included and sent to owners in the *Notice of Meeting* to come. The email address where to send your documents is identified on the first page of this note.

Please note that owners can also advise of their interest to run for the board at the AGM but advising of your interest by the set deadline will allow the Corporation to add your name to the proxy and to circulate your information to owners.

Please also note that elected directors must complete mandatory training within six months of their election. This training, which takes approximately 10 hours to complete, is provided by the *Condo Authority of Ontario* and can be done online at no cost.

Periodic Information Certificate

Also attached is a *Periodic Information Certificate*. The purpose of this certificate is to provide owners with accurate and timely information about the finances, insurance, governance and legal affairs of the corporation. The corporation will send these out twice a year (or more often if there is a change to the information contained therein).

Looking forward to seeing many of you at the AGM.