

**Notice of Meeting of Owners**Information about an upcoming  
meeting of owners**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 form.

**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

The additional methods of being present are ▼

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

The additional methods of voting are ▼

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

A copy of the corporation's financial statements and the auditor's report (if any) are included with this notice.

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)

The maximum number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are ▼

Instruction for person filling out this form: If this is a meeting to elect one or more directors under s. 46 of the *Condominium Act, 1998* (either to fill a vacancy on the board, or following the removal of any directors), please enter the maximum number of positions on the board that could be the subject of an election at the meeting.

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units is ▼

Total number of positions on the board is ▼

### Candidates

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline

Name of Candidate	Address of Candidate	Reserved position
		<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
		<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
		<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
		<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

A copy of any disclosure statements and information provided by the candidates is included with this notice.

**Note:** For information about disclosure obligations and qualifications, see s. 29(1) of the *Condominium Act, 1998* and s. 11.6 of Ontario Regulation 48/01 under the *Condominium Act, 1998*, copies of which are included with this notice.

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

This meeting will involve the removal or appointment of an auditor for the corporation.

An auditor is proposed to be removed as auditor for the corporation

☐ Yes ☐ No

The name of the auditor proposed to be removed and the reasons for removal:

Name of Auditor(s)	Reasons for removal

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice.  
The candidates for auditor whose information was provided before the specified deadline are

Name of Auditor(s)	Address (Street Address, Postal Code, Telephone Number)

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

This meeting has been requisitioned by owners under s. 46 of the *Condominium Act, 1998*. A copy of the requisition is included with this notice.

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

Description of the proposed addition, alteration, improvement, or change ▼

Estimated cost of the proposed addition, alteration, improvement, or change ▼

Explanation of the manner in which the corporation intends to pay the cost of the proposed addition, alteration, improvement, or change (if the corporation has an obligation to pay) ▼

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

A copy of all proposed changes to the declaration, by-laws, rules or agreements that are to be discussed at the meeting are included with this notice.

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

This meeting is being called for the purpose of considering amalgamating this corporation with another corporation. Included with this notice is:

- ☐ a copy of the proposed declaration and description of the amalgamated corporation and a copy of the proposed budget for the amalgamated corporation's first year of operation;
- ☐ a copy of all proposed by-laws and rules of the amalgamated corporation;
- ☐ a certificate as to the status for each amalgamating corporation in the form prescribed by the minister;
- ☐ for each amalgamating corporation, the auditor's report on the last annual financial statements of the corporation, if it is not included in the certificate mentioned above;
- ☐ a copy of the comprehensive reserve fund study or the updated study based on a site inspection that the amalgamating corporation is required to conduct under s. 34 (1) (d) of Ontario Regulation 48/01 under the *Condominium Act, 1998*;
- ☐ a copy of the interim agreement that the amalgamating corporations have entered into with each other under s. 34 (1) (e) of Ontario Regulation 48/01 under the *Condominium Act, 1998*;

- ☐ an estimate of the costs of carrying out the proposed amalgamation for each of the amalgamating corporations; and
- ☐ one of the following statements
- ☐ A statement describing the provisions of the proposed declaration, description, by-laws and rules that, in the opinion of the board giving the notice, differ significantly from those contained in the declaration, description, by-laws and rules of the amalgamating corporation.
  - ☐ A statement that there are no provisions in the proposed declaration, description, by-laws and rules that, in the opinion of the board giving the notice, differ significantly from those contained in the declaration, description, by-laws and rules of the amalgamating corporation.

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

The following additional material is included with this notice

Description of material	Reason for being included	
	<input type="checkbox"/> The material is being included at the board's discretion	<input type="checkbox"/> The material was submitted to the board using the Owners' Submission to Include Material in the Notice of Meeting form
	<input type="checkbox"/> The material is being included at the board's discretion	<input type="checkbox"/> The material was submitted to the board using the Owners' Submission to Include Material in the Notice of Meeting form

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

The following additional material is 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".