

Submission to Include Material in the Notice of Meeting of Owners

A request by owners to include material in
a notice of meeting

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.

Condominium corporation's name

Name of the owner who is submitting the form

Last Name

First Name

Address of the owner who is submitting the form

Unit Number

Street Number

Street Name

PO Box

Concession

Rural Route

City/Town

Province

Postal Code

Optional contact information for the owner who is submitting the form

Phone number (optional)

Email address (optional)

This submission requests that (check any that apply):

- material be included in the notice of meeting. Attached to this form is the material to be included.
- a record of the corporation be included in the notice of meeting. Attached to this form is either a description of the record of the corporation to be included, or a copy of the record to be included.
- an addition be made to the business to be presented at the meeting. Attached to this form is a description of the addition to be made to the business of the meeting.

Although you can request that material be included in the notice of meeting, the board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included. See in particular s. 12.8(1)(a) of O. Reg. 48/01 for more detail. 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.

Printed Name

Date (yyyy/mm/dd)

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".

List of owners making the submission:

Name of owners making the submission	Signature