

**Notice of Meeting of Owners under  
s. 34 (5) of the Condominium Act**Information for owners about a meeting to  
elect directors called under s. 34 (5) of the  
Condominium Act**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.

**Meeting Information**

Condominium corporation's name

This meeting is being called by \_\_\_\_\_ because  
name of owner

- there are no longer any directors on the board.
- the number of directors remaining on the board are not sufficient for a quorum, and the remaining directors have not called a meeting to fill the open positions.

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.

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

If yes, 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

If yes, 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.

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

---

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

---

The total number of positions on the board is

---

**\*\*For information about disclosure obligations and qualifications for candidates and directors, please 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.\*\***