

Preliminary Notice of Meeting of Owners

Advance information for owners about a
proposed meeting of owners

Instruction

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.

The purpose of this preliminary notice of meeting is to provide additional advance notice of a planned owners' meeting, before the notice of meeting is prepared and sent to owners. Among other things, this preliminary notice provides ways for owners to suggest material to be included in the notice of meeting. The corporation is still required to send out a notice of meeting to confirm the meeting date and provide additional information to owners about the meeting.

Condominium corporation's name

General Meeting Information

1. Projected date of the meeting (yyyy/mm/dd)

2. You may provide information to the board in response to this notice in the following ways:

a. By delivering the information to the address for service of

the corporation: _____

condominium management provider or the condominium manager: _____

any other person responsible for the management of the property: _____

b. By delivering the information using an electronic method of communication:

Yes

No

Instruction for person filling out the form: If the board has approved an electronic method for receiving requests for records, you must provide an electronic method of communication here.

c. By delivering information in an additional way

Yes

No

3. Purposes of the Meeting:

a. The purpose of this meeting is:

b. This is a meeting requisitioned by owners under s. 46 of the *Condominium Act, 1998*.

Yes No

c. This meeting will include discussion of proposed changes to the declaration, description, by-laws, rules, or agreements.

Yes No

d. Please check any of the following that apply to the upcoming meeting:

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)

This is a meeting to remove or appoint an auditor

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

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

4. Request by owners to include material in the upcoming Notice of Meeting

If you wish to request that any material be included in the notice calling this meeting, please deliver that material to the board to the addresses or in the manner specified above (see item 2 of this form) by this date (yyyy/mm/dd)

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. For more detail, please refer to the form called "Submission to Include Material in the Notice of Meeting of Owners" which is available on the government's website, and s. 12.8(1)(a) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

5. 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".