

# Condominium Home Owners Association

A non-profit association serving strata owners since 1976

Bulletin: 400-031

## Sample Notice: Agenda for Annual General Meeting

Notice of Annual General Meeting Strata Plan ABC 1234 (*list the type of meeting & Strata Plan Number*)

Date of Meeting: \_\_\_\_ (*insert date*) \_\_\_\_

Time: (*insert time*) \_\_\_\_

Location: \_\_\_\_ (*insert specific address and room location*) \_\_\_\_

**Agenda** (*Strata Property Act Standard Bylaw #28 applies unless otherwise amended*)

**28** *The order of business at annual and special general meetings is as follows:*

- (a) *certify proxies and corporate representatives and issue voting cards;*
- (b) *determine that there is a quorum;*
- (c) *elect a person to chair the meeting, if necessary;*
- (d) *present to the meeting proof of notice of meeting or waiver of notice;*
- (e) *approve the agenda;*
- (f) *approve minutes from the last annual or special general meeting;*
- (g) *deal with unfinished business;*
- (h) *receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;*
- (i) *ratify any new rules made by the strata corporation under section 125 of the Act;*
- (j) *report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;*
- (k) *approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;*
- (l) *deal with new business, including any matters about which notice has been given under section 45 of the Act;*
- (m) *elect a council, if the meeting is an annual general meeting;*
- (n) *terminate the meeting.*

**\* Include a notice regarding voting eligibility with respects to your strata bylaws**

**\* Include instructions for proxies in case owners require assistance**

**\* Include a list of attachments, ie: financial report, proposed budget, fee or levy allocation, report on insurance, general reports, proposed bylaw amendments, sample proxy form. Exact wording of  $\frac{3}{4}$  and unanimous resolutions must be included with the notice. (See Guides: 400-011, 400-015 & 400-016 for further assistance)**

For more information on CHOA resources and benefits visit [www.choa.bc.ca](http://www.choa.bc.ca)  
or contact the office at 1-877-353-2462 or email [office@choa.bc.ca](mailto:office@choa.bc.ca).

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