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
   ¾ and unanimous resolutions must be included with the notice. (See Guides: 400-011, 400-015 & 400-016 for
   further assistance)

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