

## Strata Living

Headline: Minutes of Meetings

Topic: Minutes

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**Dear Tony:** Our strata council is in a major conflict over what information gets included in the minutes of our meetings. No matter what we do we don't seem to get it right and owners are complaining. There is either too much information and the minutes go on for pages, or there is not enough information and owners who have sent in letters are demanding to know why their questions and the responses were not included in the minutes. Is there a standard for minutes that we can follow? It would be helpful if our strata corporation could standardize our records.

*Morley Dawson*

**Dear Morley:** The legislation is generally silent, but if we look at the Standard Bylaws of the *Strata Property Act* we find some clues. Under bylaw 18, the results of all votes at a council meeting must be recorded in the council meeting minutes. Section 35 of the Act requires the strata to prepare the minutes of annual and special general meetings including the results of any votes. The implication of the Act and the bylaws is that the strata corporation has a duty to record what was done at a meeting, and not what was said. In either example, what is required is that the decisions and the voting results must be included in the minutes of the strata corporation. It is easy to find yourselves including items in the minutes that are either interpretive, inaccurate, or opinion based. These types of minutes often are the fuel of conflict in strata corporations. Look at it from the perspective of a buyer or reader. They want to know what decisions the strata corporation or council has made,

not the opinions of the writers. A common exercise at meetings that helps to ensure the minutes are accurate, is for the secretary to read the motion or resolution back to the meeting before the final vote is taken. It promotes accuracy, records what was decided, and provides the strata corporation or council with the confirmation of their decisions. Here is a simple formula I use. 1) read the motion/resolution 2) record the mover and seconder 3) after discussion read back the motion, if the vote is called 4) record the outcome. If there are amendments, read back the amendments and have them voted on each time before the strata proceeds to the next amendment or the final vote on the motion. If a person is given any specific responsibility or directions as a result of the motion, confirm that they have been included in the motion.

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