

Strata Living

Headline: Minutes

Topic: Minutes

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Dear Tony: Our strata corporation held its AGM a couple months ago and we have yet to receive the minutes. We normally receive the minutes of the strata council meeting within a few weeks so it seems odd that we don't have the AGM minutes.

Angela in Coquitlam

Dear Angela: It is important to note the difference between strata council meeting minutes and the minutes from a general meeting, either the AGM or an SGM. In accordance with the *Strata Property Act* Schedule of Standard Bylaws "*The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved*"- please check the bylaws for your strata corporation to determine if they require the same.

Delivery of minutes from the AGM or an SGM may be different. The SPA Standard Bylaws do not stipulate when strata council must circulate the draft minutes therefore you will need to check your bylaws to determine if they set any requirements. If your bylaws are silent there is no obligation for the strata council to voluntarily circulate minutes. However it should be noted if an owner asks for the minutes the strata corporation must provide a copy within two weeks and may charge \$0.25 per page for photocopies.

A couple things to keep in mind, minutes of meetings are in draft format until approved at the following meeting. Therefore strata council meeting minutes remain in draft form until the following strata council meeting.

Minutes from a general meeting are drafts until the following general meeting. This means the AGM minutes will remain as draft minutes till the following AGM a year later, assuming the strata does not convene an SGM mid-year. Also, all strata corporations are subject to the *Personal Information and Protection Act (PIPA)* therefore are encouraged to ensure their minutes only reflect the business of the meeting. It is recommended minutes do not reference individuals by name but instead identify individual by their strata lot number.

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