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## Strata Living

Headline: Minutes of meetings

Topics: Minutes

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Written by: Tony Gioventu

**Dear Tony:** Who takes minutes of council meetings and general meetings? We are having a fight with our property manager over who produces the minutes of our meetings. She has a very bad habit of controlling our meetings and writing the minutes according to her version of what was done. A common problem we notice is any motion or instruction given to the strata manager is never recorded in our minutes. Her excuse is the defeated motions don't get included in the minutes. She says she keeps a work roster of our requests, but the ones we vote on never get recorded in the minutes. What is the best practice to avoid this problem?

*Jacinda N.*

**Dear Jacinda:** Minutes are a record of what was done at a meeting. Motions made by council members or eligible voters at meetings are included in the minutes. Whether they pass or fail is irrelevant, they are a record of something that was done at the meeting. If the person taking minutes is not reporting the information correctly then it is simply a majority vote of council to appoint a council member to take minutes or at a general meeting a majority vote of the owners to appoint someone at the meeting to take minutes.

Best practice: when a motion is made at a council meeting or general meeting for majority vote decisions, the chairperson repeats the motion back to the room to confirm everyone understands the motion correctly and the secretary records the motion correctly followed by discussion. Once the discussion and any possible amendments are addressed and recorded, the chairperson reads the motion back once more either as motioned or amended and the owners vote. The results of the vote are then recorded in the minutes.

For a 3 / 4 vote and unanimous vote resolutions, the exact wording of the resolutions must be included with the notice package, and the exact wording of the resolutions with any permitted amendments, that do not significantly alter the resolution, are recorded in the minutes.

Strata managers do not have decision making authority over strata councils or the owners at general meetings. This is a decision for your strata council and owners to determine who is the secretary of the meetings and takes minutes.