

## Preliminary Notice of Meeting of Owners

Advance information for owners about a  
proposed meeting of owners

### Instruction

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic - for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

The purpose of this preliminary notice of meeting is to provide additional advance notice of a planned owners' meeting, before the notice of meeting is prepared and sent to owners. Among other things, this preliminary notice provides ways for owners to suggest material to be included in the notice of meeting. The corporation is still required to send out a notice of meeting to confirm the meeting date and provide additional information to owners about the meeting.

Condominium corporation's name:

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### General Meeting Information

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**Section 1.** Projected date of the meeting (yyyy/mm/dd)

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**Section 2.** You may provide information to the board in response to this notice in the following ways:

a. By delivering the information to the following address of

- the corporation: \_\_\_\_\_
- condominium management provider or the condominium manager: \_\_\_\_\_
- any other person responsible for the management of the property: \_\_\_\_\_

b. By delivering the information using an electronic method of communication:

- Yes
- The electronic method of communication is: \_\_\_\_\_
- No

**Instruction for person filling out the form:** If the board has approved an electronic method for receiving requests for records, you must provide an electronic method of communication above.

c. By delivering information in an additional way

- Yes
- The additional way to deliver information is: \_\_\_\_\_
- No

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**Section 3.** Summary of the Purpose of the Meeting:

**Section 4.** Please check any of the following that apply to the upcoming meeting:

- a. This is a meeting requisitioned by owners under s. 46 of the *Condominium Act, 1998*.

The nature of the business to be presented at the meeting (as stated in the requisition) is:

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- b. This meeting will include discussion of proposed changes to the declaration, description, by-laws, rules, or agreements.

The purposes of the proposed changes are:

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- c. This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors).

The number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are:

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**Instruction for person filling out this form:** If this is a meeting to elect one or more directors under s. 46 of the *Condominium Act, 1998* (either to fill a vacancy on the board, or following the removal of any directors), please enter the maximum number of positions on the board that could be the subject of an election at the meeting. If the validity of the requisition is the subject of current legal proceedings, then please enter the maximum number of positions that could be the subject of an election at the meeting in the event that the outcome of the legal proceedings is that the requisition is valid.

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units

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The total number of positions on the board

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If you want your intention to be a candidate for election to the board included in the upcoming notice of meeting, you must notify the board in writing of your name, address, and your intention no later than: (yyyy/mm/dd)

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You may deliver your notice to the addresses or in the manner specified above (see item 2 of this form). You must include with your notice of candidacy any required disclosure information.

**Note:** For information about disclosure obligations and qualifications, see s. 29(1) of the *Condominium Act, 1998* and s. 11.6 of Ontario Regulation 48/01 under the *Condominium Act, 1998*, copies of which are included with this notice.

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- d. This is a meeting to remove or appoint an auditor.

This meeting will involve the removal or appointment of an auditor for the corporation. If you wish to propose a candidate for auditor and you wish for that person to appear in the Notice of Meeting of Owners, you must notify the board in writing of that person's name and business address no later than: (yyyy/mm/dd)

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You may deliver your notice to the addresses or in the manner specified above (see item 2 of this form).

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- e. This is a meeting for the purpose of considering an addition, alteration or improvement to the common elements, a change in the assets of the corporation, or a change in a service of the corporation or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998*.

Description of the proposed addition, alteration, improvement or change or the proposed installation:

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Estimated cost of the proposed addition, alteration, improvement, or change or the proposed installation:

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Explanation of the manner in which the corporation intends to pay the cost of the proposed addition, alteration, improvement, or change or the proposed installation (if the corporation has an obligation to pay):

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- f. This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*.

This meeting is being called for the purpose of considering amalgamating this corporation with another corporation. Included with this preliminary notice is a copy of the status certificate required under s. 120(3)(c) (excluding attachments to the certificate).

The municipal address of each amalgamating corporation is:

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**Section 5.** Request by owners to include material (including any record of the corporation) in the upcoming Notice of Meeting.

If you wish to request that any material be included in the notice calling this meeting, please deliver that material to the board to the addresses or in the manner specified above (see item 2 of this form) by this date (yyyy/mm/dd)

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Although you can request that material be included in the notice of meeting, the board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included. For more detail, please refer to the form called "Submission to Include Material in the Notice of Meeting of Owners" which is available on the Government of Ontario website, and s. 12.8(1)(a) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

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**Section 6.**

- A by-law of the corporation requires that additional material be included with this notice.

The following additional material is included with this notice:

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**Note for common elements condominium corporations:** If your corporation is a common elements condominium corporation, all references in this form to "unit(s)" should be read as references to "common interest(s) in the corporation," and all references to "unit owner(s)" should be read as references to "the owner(s) of a common interest in the corporation".

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