



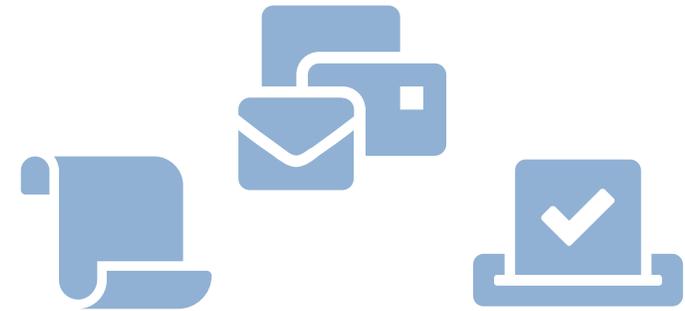
Timeline for Annual General Meetings

Contributed by: GetQuorum



What happens at an Annual General Meeting (AGM)?

- Elections for Board of Directors
- Appointment of Auditor
- Review of year-end audited financial reports
- Voting on proposed Bylaws
- Board reports to Owners on financial health of the corporation
- Updates on repairs, construction, litigation, etc..
- Provide Owners opportunity to ask questions on operations of corporation



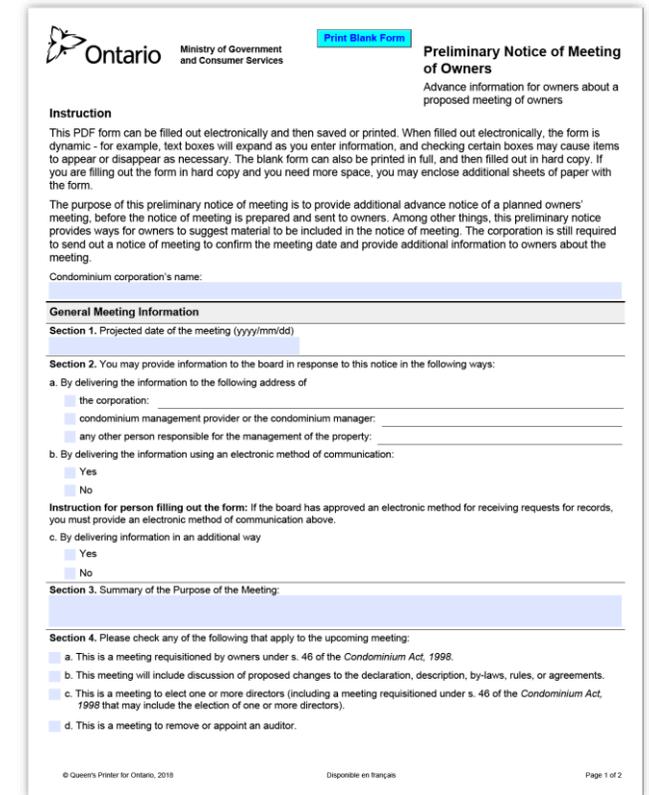
When are AGMs held?

- Not more than 3 months after registration of declaration;
- Subsequently, within 6 months of the end of the fiscal year of the corporation



Preliminary Notice of Meetings:

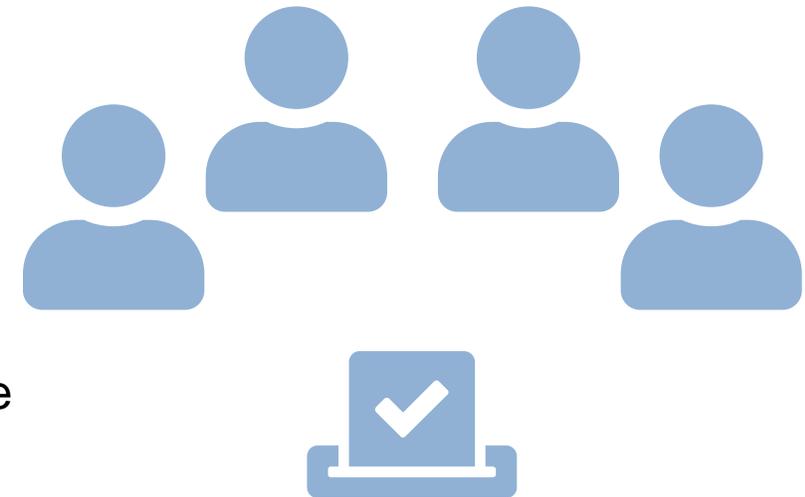
- Served to owners at least 20 days before a notice of meeting; alternatively, no later than 35 days before the actual day of the meeting;
- Must be in the prescribed mandatory form, [available here](#).
- Must note that a subsequent notice of meeting will be sent, and state the purpose of that meeting (nature of the business to be presented);
- include the projected date of the meeting;
- include all materials set out in a by-law of the corporation;
- request that owners provide to the board any material they wish to include in the notice of meeting (and provide how and where to send the information); and
- set out a deadline for owners to submit that information (at least one day before the notice of meeting goes out).
- May be sent electronically to consenting Owners that have signed Agreement to Receive Notices Electronically form
- Non-consenting Owners must be served in writing



The screenshot shows the 'Preliminary Notice of Meeting of Owners' form. It includes the Ontario logo and the text 'Ministry of Government and Consumer Services'. A 'Print Blank Form' button is visible. The form contains an 'Instruction' section explaining that the PDF can be filled out electronically or printed. It also includes sections for 'General Meeting Information', 'Section 1. Projected date of the meeting', 'Section 2. You may provide information to the board in response to this notice in the following ways:', 'Section 3. Summary of the Purpose of the Meeting:', and 'Section 4. Please check any of the following that apply to the upcoming meeting:'. Section 4 lists four options: a. This is a meeting requisitioned by owners under s. 46 of the Condominium Act, 1998; b. This meeting will include discussion of proposed changes to the declaration, description, by-laws, rules, or agreements; 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); d. This is a meeting to remove or appoint an auditor.

Pre-AGM Candidate Nomination and Disclosure Process:

- Nomination process begins when Preliminary Notice of Meeting is served.
- Preliminary Notice of Meeting should include deadline for potential candidates to submit Nomination and Disclosure documents in order to be included in Meeting Notice Package and on Proxy Form
- Candidates are required to make Mandatory Disclosures ([click here to read about Disclosure on CAO site](#))
- Most law firms are able to provide Disclosure forms for Corporations to use
- Tech solutions exist to simplify this process
- Best Practice to also use a Nomination form so that all candidates submit a standardized set of documents (e.g. Cover Letter and Resume)



Notice of Meeting:

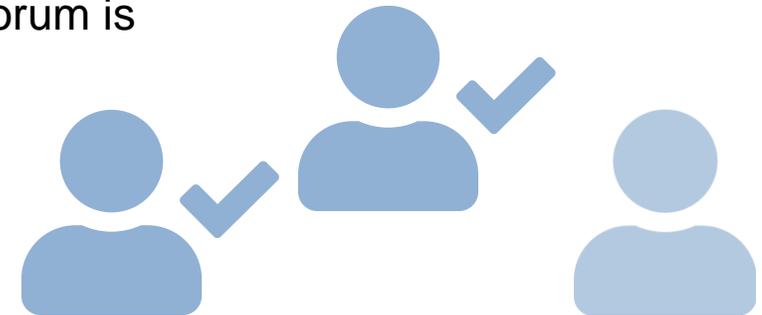
- Issued in at least 15 days prior to the day of the meeting
- May be sent electronically to consenting Owners that have signed Agreement to Receive Notices Electronically form
- Non-consenting Owners must be served in writing
- Must also include:
 - Date, time and place of meeting
 - Business to be discussed at meeting (e.g. election, copies of proposed bylaws or rules)
 - Details on quorum requirements, Owner eligibility and how to vote
 - Details of positions available on Board (e.g. Owner Occupied)
 - Proxy form including candidates nominated prior to deadline
 - [Full itemized list is available here](#)



What is Quorum?

Quorum is the minimum number of owners that are required by law to be present for the meeting, either in person or by proxy. If there is no quorum, there can still be a discussion on a matter, but no vote can take place at the meeting. Not having a sufficient number of owners at the meeting can affect the management of your condominium corporation, as decisions will be delayed until another meeting can be called.

Effective November 1, 2017, the standard quorum for an AGM is 25% of the owners. If the quorum is not reached on the first two attempts to hold the AGM, the quorum is reduced to 15% on the third and on any subsequent attempts.

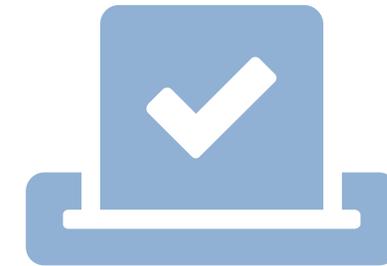


Voting rights:

- All eligible Owners are entitled to vote at the meeting in person or by proxy
- Owners may lose right to vote if in arrears for common expenses
- Mortgagee may have right to vote in place of owner, if such right has been communicated to the condo corporation

Votes may be cast by,

- a) a show of hands, personally or by proxy; or
- b) A recorded vote that is,
 - i. Marked on a ballot cast personally or by a proxy,
 - ii. Marked on an instrument appointing a proxy, or
 - iii. Indicated by telephonic or electronic means, if the by-laws so permits



What is a Proxy?

A **proxy** is the authority to represent someone else, especially in voting. A proxy identifies someone else who will vote on the person's behalf. A proxy might be used if someone wants to vote on an issue but is unable to attend the meeting in person. A proxy must be in writing and must be signed by the person granting the proxy. [Usage of the mandatory proxy form is required.](#)

What is an electronic proxy?

An electronic proxy is a properly completed proxy on the mandatory form signed electronically. Using electronic proxies does NOT require passing of an electronic voting bylaw.

What is electronic voting?

Electronic voting refers to a electronic method of voting, typically in advance of the AGM. An electronic voting by-law must be passed prior to using electronic voting at an AGM.

A more detailed breakdown of [Electronic Proxies Vs. Electronic Voting](#) can be found here.



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GetQuorum

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Toll-free: **1-877-353-9450**

Local: **647-495-9144**

Email: **contact@getquorum.com**

298 Dundas Street West, Unit B
Toronto, Ontario, Canada, M5T 1G2