

MINUTES OF A MEETING OF THE STRATA COUNCIL
The Owners, Strata Plan [PLAN NUMBER]
[Building or complex name]

Held on [day], [date] at [time] at [location or "by video conference"]

1. Attendance

Council members present: [names and positions, e.g. Jane Doe, President]

Regrets: [names]

Also present: [property manager, guests, owners attending]

Quorum: A quorum of council being present, the meeting was called to order at [time].

2. Approval of the agenda

MOTION: It was moved by [name] and seconded by [name] to approve the agenda as distributed.

3. Approval of previous minutes

MOTION: It was moved by [name] and seconded by [name] to approve the minutes of the council meeting held [date] as distributed.

4. Business arising from previous minutes

[One short paragraph per item. State the update and any decision made. Example: "Roof repair. The contractor completed the flashing repair on May 12. The invoice matched the approved quote."]

5. Correspondence

[Summarize letters and emails received by the council and what was decided about each. Do not copy the letters in full.]

6. Financial report

Operating account balance as at [date]: \$[amount]

Contingency reserve fund balance as at [date]: \$[amount]

Arrears: [number] strata lots in arrears totalling \$[amount].

MOTION: It was moved by [name] and seconded by [name] to approve the financial statements for [month].

7. New business

[One heading per topic. Record the decision, not the debate. Every decision should appear as a motion with a mover, a seconder, and the result.]

MOTION: It was moved by [name] and seconded by [name] that [exact wording of the decision].

8. Action items

ACTION: [Who] will [do what] by [when].

9. Next meeting

The next council meeting is scheduled for [date] at [time] at [location].

10. Adjournment

There being no further business, the meeting was adjourned at [time].

Minutes prepared by [name].

These minutes are a draft until approved by council at a subsequent meeting.

Template provided free by StrataMinutes.ca, the professional minute preparation service for British Columbia strata corporations. Under section 35 of the Strata Property Act your strata must keep minutes of council meetings, including the results of votes, and under Standard Bylaw 19 owners must be informed of the minutes within two weeks. If your council would rather send in rough notes and receive finished minutes, professionally prepared and checked against the record-keeping requirements of the Act, your first council meeting is free at www.strataminutes.ca. Members receive their completed minutes with no watermark.