AGENDA: MEETING OF THE STRATA COUNCIL

The Owners, Strata Plan [PLAN NUMBER]

[Building or complex name]

To be held [day], [date] at [time] at [location or "by video conference"]

1. Call to order and quorum

Confirm a quorum of council under Standard Bylaw 16 and note the time the meeting is called to order.

2. Approval of the agenda

Adopt this agenda as distributed or as amended.

3. Approval of previous minutes

Approve the minutes of the council meeting held [date].

4. Business arising from previous minutes

[List each carry-forward item on its own line with the person responsible.]

5. Correspondence

[Letters and emails received since the last meeting, one line each.]

6. Financial report

Operating balance as at [date]; contingency reserve fund balance; arrears summary; invoices requiring approval.

7. Reports

[Maintenance report, committee reports, property manager report, as applicable.]

8. Owner hearings

[Any hearing requested under section 34.1 of the Strata Property Act. The council must hold the hearing within four weeks of the request.]

9. New business

[One line per topic. A topic on the agenda gets a decision; a topic raised from the floor usually gets deferred to the next agenda.]

10. Action item review

Read back each action item agreed tonight: who, what, by when.

11. Next meeting and adjournment

Set the date of the next council meeting and note the time of adjournment.

Chairing tip: a council meeting that follows this order, with times noted beside items 4 to 9, reliably finishes inside an hour, and minutes practically write themselves. Template provided free by StrataMinutes.ca.

AGENDA: ANNUAL GENERAL MEETING

The Owners, Strata Plan [PLAN NUMBER]

[Building or complex name]

To be held [day], [date] at [time] at [location or "by electronic means"]

1. Registration, proxies, and quorum

Certify proxies, issue voting cards, and confirm quorum: eligible voters holding at least one third of the strata corporation's votes, present in person or by proxy (section 48).

2. Call to order and election of chair

[Only if neither president nor vice president is present, elect a chair for the meeting.]

3. Proof of notice

Confirm the notice of this meeting was given at least two weeks in advance (section 45), allowing four days for deemed receipt if mailed (section 61).

4. Approval of the agenda

5. Approval of previous AGM minutes

Approve the minutes of the annual general meeting held [date].

6. Financial statements

Present the financial statements for the fiscal year ended [date].

7. Insurance report

Report on the strata corporation's insurance coverage (section 154).

8. Depreciation report update

[Status of the depreciation report and when it is next due.]

9. Resolutions

[Full wording of each resolution in the notice, with the required voting threshold marked, for example a 3/4 vote for a special levy under section 108 or a bylaw amendment under section 128.]

10. Approval of the budget

Approve the operating budget and contingency reserve fund contribution for the coming fiscal year (majority vote).

11. Election of the strata council

12. Termination of the meeting
