Ontario

Ministry of Public and Business Service Delivery

Notice of Meeting of Owners

Information about an upcoming 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.

General Meeting Information

Condominium corporation's name

Waterloo Standard Condominium Corporation No. 397

Section 1. Date and Time of the Meeting

Wednesday, November 11, 2026, 12:00 p.m. to 1:00 p.m. (Eastern Time). Virtual meeting through CondoNexus. Please log in 15 minutes early.

Section 2. Place of the meeting (not required if the meeting is held entirely by telephonic or electronic means)

Not applicable. Held entirely by video conference (see Section 5).

Section 3. The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)

Election of a shadow board of directors only, under paragraph 8 of the Order of Justice Steele dated October 15, 2026. Once elected, the shadow board has no independent decision-making authority and will meet regularly with the Administrator (paragraph 8). The Administrator holds the powers of the board (paragraph 3). No other business. Agenda: Attachment 1.

Section 4. Please describe below the quorum needed for any part of this meeting:

Owners of at least 25% of the units, present or by proxy (s.50(1) of the Condominium Act, 1998). 56 units count for quorum, so quorum is 14 units. One vote per unit.

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the Act to determine who counts towards the quorum.

Section 5. The by-laws of the corporation limit or specify the methods of being present at the meeting held by electronic or telephonic means.

☐ Yes ☒ No

The methods of being present are ▼

Virtual meeting through CondoNexus. CondoNexus will email you your proxy and your personal, unit-specific meeting registration link, with more details to follow.

Section 6. The by-laws of the corporation limit or specify the voting methods at the meeting or prior to the meeting held by electronic or telephonic means.

☐ Yes ☒ No

The methods of voting are ▼

At the meeting: electronic ballot on the CondoNexus platform. Before the meeting: by proxy only. CondoNexus issues the proxies (Attachment 2). Proxies may be submitted to the start of the meeting.

Section 7. If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form. The form is available on the Government of Ontario website. It may also be available from your corporation.

Section 8. Please check any of the following that apply to the upcoming meeting:

Section 8.A

☐ This is an annual general meeting.

A copy of the corporation's financial statements and the auditor's report (if any) are included with this notice.

Section 8.B

☒ 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 ▼

3 positions on the shadow board, all three open for election. Term: Appointment from meeting date until board calls first AGM. Shadow board members serve under paragraph 8 of the Order and have no independent decision-making authority until the Administrator is released by the court.

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.

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 is ▼

Total number of positions on the board is ▼

3

Candidates

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline:

Name of Candidate	Address of Candidate	Position (select one or both if applicable)	
[Candidate names and units removed from the public copy. Owners received the full list with their notice.]			for position or voting by owner-occupied
			for position or voting by owner-occupied
			for position or voting by owner-occupied units
		☐ Candidate for position for which all owners may vote	☐ Candidate for position reserved for voting by owners of owner-occupied units

A copy of any disclosure statements and information provided by the candidates is included with this notice.

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.

Section 8.C

☐ This is a meeting to remove or appoint an auditor.

The name of the auditor proposed to be removed and the reasons for removal:

Name of Auditor(s)	Reasons for removal

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice.

The candidates for auditor whose information was provided before the specified deadline are:

Name of Auditor(s)	Address (Street Address, Postal Code, Telephone Number)

Section 8.D

☐ This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998.*

This meeting has been requisitioned by owners under s. 46 of the *Condominium Act, 1998*. A copy of the requisition is included with this notice.

Section 8.E

☐ This is a meeting for the purpose of considering an addition, alteration, improvement to the common elements, a change in the assets of the corporation, or a change in the 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 ▼

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

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) ▼

Section 8.F

☐ This is a meeting to discuss proposed changes to the declaration, description, by-laws, rules or any agreements.

A copy of all proposed changes to the declaration, description, by-laws, rules or agreements that are to be discussed at the meeting are included with this notice.

Section 8.G

☐ 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 notice is:

☐ a copy of the proposed declaration and description of the amalgamated corporation and a copy of the proposed budget for the amalgamated corporation's first year of operation;

☐ a copy of all proposed by-laws and rules of the amalgamated corporation;

☐ a certificate as to the status for each amalgamating corporation in the form prescribed by the minister;

☐ for each amalgamating corporation, the auditor's report on the last annual financial statements of the corporation, if it is not included in the certificate mentioned above;

☐ a copy of the comprehensive reserve fund study or the updated study based on a site inspection that the amalgamating corporation is required to conduct under s. 34 (1) (d) of Ontario Regulation 48/01 under the *Condominium Act, 1998*;

☐ a copy of the interim agreement that the amalgamating corporations have entered into with each other under s. 34 (1) (e) of Ontario Regulation 48/01 under the *Condominium Act, 1998*;

☐ an estimate of the costs of carrying out the proposed amalgamation for each of the amalgamating corporations; and

☐ one of the following statements

- ☐ A statement describing the provisions of the proposed declaration, description, by-laws and rules that, in the opinion of the board giving the notice, differ significantly from those contained in the declaration, description, by-laws and rules of the amalgamating corporation.
- ☐ A statement that there are no provisions in the proposed declaration, description, by-laws and rules that, in the opinion of the board giving the notice, differ significantly from those contained in the declaration, description, by-laws and rules of the amalgamating corporation.

Section 9.

☐ Additional material (including any record of the corporation) in a submission from owners, made by the deadline specified in the preliminary notice, is being included with this notice.

The following additional material is included with this notice:

Description of material	**Reason for being included**	
	☐ The material is being included at the board's discretion	☐ The material was submitted to the board using the Submission to Include Material in the Notice of Meeting of Owners form
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Section 10.

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

The following additional material is included with this notice ▼

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”.

Section 11.

Optional: Additional material that is not required by a by-law of the corporation is included with this notice.

Address for service of the corporation:
Brian Antman, Administrator
1 Clark Avenue West, Unit 1709
Thornhill, Ontario
L4J 7Y6

Also included: Attachments 1 to 4 (agenda, proxies and meeting registration, full candidate list, paragraphs 3, 5 and 8 of the Order dated October 15, 2026), Schedule A (candidate disclosures and statements), Schedule B (text of the Condominium Act, 1998 and O. Reg. 48/01).
Questions: email info@antman-administrator.ca
Website: https://antman-administrator.ca
Brian Antman, Administrator, s.131 Condominium Act, 1998.

Dated this 27th (day of month) day of October (month), 2026 (year).

WSCC 397: Attachment 1. Agenda

1. Call to order and appointment of the scrutineer.
2. Proof of notice and confirmation of quorum.
3. Nominations from the floor (only if allowed, see Attachment 3).
4. Candidate introductions.
5. Election of the shadow board.
6. Results.
7. Termination of the meeting.

WSCC 397: Attachment 2. Proxies and meeting registration

CondoNexus is issuing the proxies for this meeting. The Administrator, Brian Antman, gives CondoNexus the list of registered owners for each building.

CondoNexus will email you your proxy and your personal, unit-specific meeting registration link. More details will follow from CondoNexus.

Your proxy will come from CondoNexus. Follow the CondoNexus instructions to complete it. The proxy holder will be the chairperson of the meeting from CondoNexus, for all matters.

CondoNexus is appointed as the meeting scrutineer by the Administrator.

Each unit has one vote. Proxies will be accepted up to the start of the meeting. Only the latest proxy given for a unit counts. A newer proxy cancels any earlier proxy for that unit.

WSCC 397: Attachment 3. Candidates

[Candidate names and units removed from the public copy. Owners received the full list with their notice.]

Nominations from the floor: By-law No. 1 (By-law Number One), section 6 (Proxies and nominations for directors from the floor of an owners' meeting) of your corporation says:

> *In order to permit owners voting through a proxy to know the name(s) of any individuals running for the position of a director there can be no nomination made for the position of director "from the floor" of a meeting unless there are insufficient candidates nominated from those who have given notification of their candidacy to the Board pursuant to subsection 28(2) and/or (3) of the Act to fill all the vacant positions to be filled at the meeting in question.*

This means that the by-laws of your corporation **do not permit nominations from the floor at this meeting**, because 3 candidates have given notice for the 3 positions, so only the candidates listed above can be elected.

Schedule A has each candidate's disclosure statement and candidate statement (3 candidates).

Attachment 4. Paragraphs 3, 5 and 8 of the Order

Order of Justice Steele dated October 15, 2026 (corrected copy signed October 16, 2026), Court File No. BK-26-03429084-0032. Quoted from the signed Order.

3. THIS COURT ORDERS that the Administrator be and is hereby vested with all of the powers, objects and duties of the respective boards of directors of each of the Subject Condo Corps as defined in the Condo Act and in the respective declarations and by-laws of each of the Subject Condo Corps (collectively the “Governing Documents”).

5. THIS COURT ORDERS that the respective boards of directors of each of the Subject Condo Corps be and are hereby disbanded until further order.

8. THIS COURT ORDERS that, as soon as is reasonably possible and in any event within thirty (30) days of the date of this order, the Administrator shall convene meetings of the unit owners of each of the Subject Condo Corps for the purpose of electing a “shadow” board of directors for each of the Subject Condo Corps (each a “Shadow Board” and collectively the “Shadow Boards”). Once elected, each Shadow Board shall have no independent decision-making authority, but shall meet regularly with the Administrator for the purpose of becoming familiar with the operations of the respective Subject Condo Corps in order to facilitate the eventual transition of each of the Subject Condo Corps back to self-governance.

Schedule A (public copy)

[Candidate names, units and disclosure statements removed from the public copy. Owners received the full Schedule A with their notice.]

Schedule B. Statutory text

Quoted verbatim from Ontario e-Laws (ontario.ca/laws), retrieved October 26, 2026. Text of amendments not yet in force and e-Laws amendment histories are omitted. Condominium Act, 1998, S.O. 1998, c. 19 (consolidated version from December 31, 2025; https://www.ontario.ca/laws/statute/98c19): sections 28, 29, 45, 45.1, 46, 47, 49, 50, 51, 52. O. Reg. 48/01 (General) (consolidated version from July 20, 2026; https://www.ontario.ca/laws/regulation/010048): sections 11.6, 11.7, 11.10, 12.1, 12.2, 12.8, 13.

Condominium Act, 1998, S.O. 1998, c. 19

Election of directors

28 (1) Subject to subsection 42 (1), the owners shall elect the board of directors in accordance with this Act and the by-laws. 1998, c. 19, s. 28 (1).

Notice of candidates

(2) The notice of a meeting to elect one or more directors shall include the name and address of each individual who, for the purpose of clause 45.1 (1) (a), has notified the board in writing and in accordance with the regulations, if any, of the intention to be a candidate in the election by the date specified in the preliminary notice that the board is required to send under subsection 45.1 (1). 2015, c. 28, Sched. 1, s. 26 (1).

Notice of owner-occupant position

(3) If, under subsection 51 (6), one position on the board is reserved for voting by owners of owner-occupied units, the notice of meeting shall include,

(a) a statement that one position on the board is reserved for voting by owners of owner-occupied units; and

(b) a statement indicating which persons have notified the board in writing as of the day before the notice is sent that they intend to be candidates for the position on the board reserved for voting by owners of owner-occupied units. 1998, c. 19, s. 28 (3).

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, subsection 28 (3) of the Act is repealed and the following substituted: (See: 2015, c. 28, Sched. 1, s. 26 (2))

Qualifications

29 (1) No person shall be a director if,

(a) the person is not an individual;

(b) the person is under 18 years of age;

(c) the person has the status of bankrupt;

(d) the person has been found, under the Substitute Decisions Act, 1992 or the Mental Health Act, to be incapable of managing property;

(e) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere; or

(f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

Disqualification

(2) A person immediately ceases to be a director if,

(a) the person has the status of bankrupt;

(b) the person has been found, under the Substitute Decisions Act, 1992 or the Mental Health Act, to be incapable of managing property;

(c) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere;

(d) a certificate of lien has been registered under subsection 85 (2) against a unit owned by the person and the person does not obtain a discharge of the lien under subsection 85 (7) within 90 days of the registration of the certificate of lien;

(e) the person has not completed the prescribed training within the prescribed time; or

(f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

Meetings

45 (1) Subject to the other requirements of this Act, anything that this Act requires to be approved by a vote of any of the owners shall be approved only at a meeting of owners duly called for that purpose. 1998, c. 19, s. 45 (1).

Annual general meeting

(2) The board shall hold a general meeting of owners not more than three months after the registration of the declaration and description and subsequently within six months of the end of each fiscal year of the corporation. 1998, c. 19, s. 45 (2).

Matters for annual general meeting
(3) At an annual general meeting, an owner may raise for discussion any matter relevant to the affairs and business of the corporation. 1998, c. 19, s. 45 (3).

Other meetings
(4) The board may at any time call a meeting of owners for the transaction of any business, and the notice of the meeting shall specify the nature of the business. 1998, c. 19, s. 45 (4).

Material for meeting
(5) In addition to any matters and material that this Act requires be placed before a meeting of owners, the board shall place before such a meeting, in the prescribed manner, all other material, if any, that is prescribed. 2015, c. 28, Sched. 1, s. 38.

Meeting of owners by telephonic or electronic means
(6) Subject to the by-laws and subsection (8), a meeting of owners may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means. 2023, c. 9, Sched. 7, s. 3.

Same, by-laws
(7) In addition to any other matters that the by-laws may provide for with respect to the holding of meetings of owners in accordance with subsection (6), the by-laws may,

(a) limit the manner or manners by which a meeting of owners may be held in accordance with subsection (6); and

(b) specify requirements that apply with respect to the holding of a meeting of owners in a manner described in subsection (6) or in such manner as described by the by-laws made under clause (a). 2023, c. 9, Sched. 7, s. 3.

Same, reasonable participation
(8) A meeting of owners held in any manner described in subsection (6) or in such manner as described by the by-laws made under subsection (7) must enable all persons entitled to attend the meeting to reasonably participate. 2023, c. 9, Sched. 7, s. 3.

Same, persons deemed present at meeting
(9) A person who, through telephonic or electronic means, casts a vote before or at a meeting of owners or attends such a meeting is deemed for the purposes of this Act to be present at the meeting. 2023, c. 9, Sched. 7, s. 3.

Procedure for board calling a meeting
45.1 (1) Before the board sends out a notice to call a meeting of owners, it shall send a preliminary notice to the owners that is prepared in accordance with the regulations and that contains,

(a) if the meeting is to elect one or more directors, a request that each individual who intends to be a candidate for election to the board notify the board in writing, by a date that is specified in the notice and that is determined in accordance with the regulations, of the individual's intention, name and address;

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, clause 45.1 (1) (a) of the Act is amended by adding "subject to clause (a.1)" at the beginning. (See: 2015, c. 28, Sched. 1, s. 39 (2))

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, subsection 45.1 (1) of the Act is amended by adding the following clause: (See: 2015, c. 28, Sched. 1, s. 39 (3))

(b) a request that any owner who wishes that the board include any material in the notice calling the meeting provide the material to the board by a date that is specified in the notice and that is determined in accordance with the regulations; and

(c) all other materials, if any, that are prescribed. 2015, c. 28, Sched. 1, s. 39 (1).

Material to include in notice of meeting
(2) The board is not required to include in the notice calling a meeting of owners any material mentioned in clause (1) (b) or (c) unless the regulations provide otherwise. 2015, c. 28, Sched. 1, s. 39 (1).

Requisition for meeting
46 (1) A requisition for a meeting of owners may be made by those owners who at the time the board receives the requisition, own at least 15 per cent of the units, are listed in the record maintained by the corporation under section 46.1 and are entitled to vote. 1998, c. 19, s. 46 (1); 2023, c. 9, Sched. 7, s. 4.

Form of requisition
(2) The requisition shall,

(a) be in writing and be signed by the requisitionists;

(b) state the nature of the business to be presented at the meeting; and

(c) be delivered personally or by registered mail to the president or secretary of the board or deposited at the address for service of the corporation. 1998, c. 19, s. 46 (2).

Same, removal of directors

(3) If the nature of the business to be presented at the meeting includes the removal of one or more of the directors, the requisition shall state, for each director who is proposed to be removed, the name of the director, the reasons for the removal and whether the director occupies a position on the board that under subsection 51 (6) is reserved for voting by owners of owner-occupied units. 1998, c. 19, s. 46 (3).

Duty of board

(4) Upon receiving a requisition mentioned in subsection (1), the board shall,

(a) if the requisitionists so request in the requisition or consent in writing, add the business to be presented at the meeting to the agenda of items for the next annual general meeting; or

(b) otherwise call and hold a meeting of owners within 35 days. 1998, c. 19, s. 46 (4).

Non-compliance

(5) If the board does not comply with subsection (4), a requisitionist may call a meeting of owners which shall be held within 45 days of the day on which the meeting is called. 1998, c. 19, s. 46 (5).

Reimbursement of cost

(6) Upon request, the corporation shall reimburse a requisitionist who calls a meeting under subsection (5) for the reasonable costs incurred in calling the meeting. 1998, c. 19, s. 46 (6).

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, section 46 of the Act is repealed and the following substituted: (See: 2015, c. 28, Sched. 1, s. 40)

Giving notice to owners

47 (1) Any notice that is required under this Act to be given to owners shall,

(a) be in writing;

(b) be given at least 15 days before the day of the meeting, if the notice is a notice of meeting of owners;

(c) if the notice is a preliminary notice described in subsection 45.1 (1), be given at least 20 days before the subsequent notice of meeting of owners described in that subsection;

(d) be given to the owners in accordance with subsection (4); and

(e) if the notice is a notice of meeting of owners or a preliminary notice described in subsection 45.1 (1), be given to the mortgagees described in subsections (2) and (3) in accordance with subsection (5). 2015, c. 28, Sched. 1, s. 42.

Record date

(2) In the case of a notice of meeting of owners, the owners and mortgagees whose names, 20 days before the day of the meeting, appeared in the record of the corporation required by section 46.1 or were required by that section to appear in that record shall be deemed to be the owners and mortgagees to whom the notice is required to be given under subsection (1). 2015, c. 28, Sched. 1, s. 42.

Same, other notice

(3) In the case of a preliminary notice described in subsection 45.1 (1) or any other notice to owners that is not a notice of meeting of owners, the owners or mortgagees whose names, five days before the day the notice is given, appeared in the record of the corporation required by section 46.1 or were required by that section to appear in that record shall be deemed to be the owners and mortgagees to whom the notice is required to be given under subsection (1). 2015, c. 28, Sched. 1, s. 42.

Service on owner

(4) A notice that is required to be given to an owner shall be,

(a) delivered to the owner personally;

(b) sent by prepaid mail addressed to the owner at the address for service that appears in the record of the corporation required by section 46.1 or that is required by that section to appear in that record;

(c) subject to the regulations, sent to the owner's electronic communication address that appears in the record of the corporation required by section 46.1, or is required by that section to appear in that record, if,

(i) the by-laws made under subsection (6) do not prevent the giving of the notice by that method, and

(ii) any additional requirements set out in the by-laws or in the regulations for sending the notice by that method are satisfied; or

(d) delivered at the owner's unit or at the mail box for the unit unless,

(i) the party giving the notice has, by the following time, received a written request from the owner that the notice not be given in this manner,

(A) in the case of a notice of meeting of owners, at least 20 days before the day of the meeting, or

(B) in the case of a preliminary notice described in subsection 45.1 (1) or any other notice to owners that is not a notice of meeting of owners, at least five days before the day the notice is given, and

(ii) the owner has given an address for service described in clause (b) that is not the address of the unit of the owner or the address for the mail box for the unit. 2015, c. 28, Sched. 1, s. 42; 2023, c. 9, Sched. 7, s. 6 (1).

Service on mortgagee

(5) A notice that clause (1) (e) requires be given to a mortgagee shall be,

(a) delivered to the mortgagee personally;

(b) sent by prepaid mail addressed to the mortgagee at the address for service that appears in the record of the corporation required by section 46.1 or that is required by that section to appear in that record; or

(c) subject to the regulations, sent to the mortgagee's electronic communication address that appears in the record of the corporation required by section 46.1, or is required by that section to appear in that record, if,

(i) the by-laws made under subsection (6) do not prevent the giving of the notice by that method, and

(ii) any additional requirements set out in the by-laws or in the regulations for sending the notice by that method are satisfied. 2015, c. 28, Sched. 1, s. 42; 2023, c. 9, Sched. 7, s. 6 (2).

By-laws

(6) The by-laws may specify,

(a) circumstances in which clause (4) (c) or (5) (c) does not apply in respect of the corporation;

(b) that all or certain types of notices may not be given by one or more methods of electronic communication; and

(c) additional requirements that must be satisfied in order for a party to give a notice in accordance with clause (4) (c) or (5) (c). 2023, c. 9, Sched. 7, s. 6 (3).

Content of notice of meeting

(7) A notice of meeting of owners shall,

(a) specify the place, the date and the time of the meeting, as well as the nature of the business to be presented at the meeting; and

(b) be accompanied by,

(i) a copy of all proposed changes to the declaration, by-laws, rules or agreements that are to be discussed at the meeting,

(ii) a copy of the requisition, if an owner has made a requisition under section 46, and

(iii) all other material, if any, that is prescribed and that is presented in the prescribed manner, in addition to any material that this Act requires. 2015, c. 28, Sched. 1, s. 42; 2023, c. 9, Sched. 7, s. 6 (4).

When notice need not specify place of meeting

(7.1) Despite clause (7) (a), a notice of meeting of owners need not specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. 2023, c. 9, Sched. 7, s. 6 (5).

Matters at meeting

(8) No vote shall be taken at a meeting of owners on any matter other than routine procedure unless that matter was clearly disclosed in the notice of the meeting. 2015, c. 28, Sched. 1, s. 42.

Waiver of notice

(9) An owner or mortgagee who attends a meeting or who is represented by proxy at a meeting shall be deemed to have waived the right to object to a failure to give the required notice, unless the person expressly objects to the failure at the meeting. 2015, c. 28, Sched. 1, s. 42.

Loss of owner's right to vote

49 (1) An owner is not entitled to vote at a meeting if any contributions payable in respect of the owner's unit have been in arrears for 30 days or more at the time of the meeting. 1998, c. 19, s. 49 (1).

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, subsection 49 (1) of the Act is repealed and the following substituted: (See: 2015, c. 28, Sched. 1, s. 44 (1))

Payment of arrears

(2) An owner who is not entitled to vote under subsection (1) may vote if the corporation receives payment of the arrears with respect to the owner's unit before the meeting is held. 1998, c. 19, s. 49 (2).

Note: On December 31, 2026, the day by order of the Lieutenant Governor in Council, subsection 49 (2) of the Act is repealed and the following substituted: (See: 2015, c. 28, Sched. 1, s. 44 (1))

Parking or storage unit

(3) No owner shall vote in respect of a unit that is intended for parking or storage purposes or for the purpose of providing space for services or facilities or mechanical installations unless all the units in the corporation are used for one or more of those purposes. 1998, c. 19, s. 49 (3); 2015, c. 28, Sched. 1, s. 44 (2).

Quorum

50 (1) A quorum for the transaction of business at a meeting of owners, other than a meeting of owners mentioned in subsection 42 (6), section 43 or subsection 45 (2) or such other meetings that are prescribed, is those owners who own 25 per cent of the units in the corporation. 2015, c. 28, Sched. 1, s. 45 (1).

Same, annual general meeting, etc.

(1.1) A quorum for the transaction of business at a meeting of owners mentioned in section 43 or subsection 45 (2) or such other meetings that are prescribed is,

(a) those owners who own 25 per cent of the units in the corporation, if it is the first attempt to hold the meeting;

(b) those owners who own 25 per cent of the units in the corporation, if a quorum is not present at the first attempt to hold the meeting and it is the second attempt to hold the meeting; or

(c) subject to subsection (1.2), those owners who own 15 per cent of the units in the corporation, if a quorum is not present at the second attempt to hold the meeting and it is the third or subsequent attempt to hold the meeting. 2015, c. 28, Sched. 1, s. 45 (1).

Higher quorum

(1.2) A by-law registered in accordance with subsection 56 (9) after this subsection comes into force may provide that the quorum for the transaction of business at a meeting of owners, other than a meeting of owners that is mentioned in subsection 42 (6) or that is prescribed, is those owners who own 25 per cent of the units in the corporation, subject to subsection (2). 2015, c. 28, Sched. 1, s. 45 (1).

Restriction on voting

(1.3) Despite subsection 47 (8), no vote shall be taken at a meeting of owners under clause (1.1) (b) or (c) on any matter other than routine procedure unless that matter was clearly disclosed in the notice of first attempt to hold the meeting under clause (1.1) (a). 2015, c. 28, Sched. 1, s. 45 (1).

Determination of quorum

(2) To count towards the quorum, an owner must be entitled to vote at a meeting and shall be present at the meeting or represented by proxy. 1998, c. 19, s. 50 (2); 2015, c. 28, Sched. 1, s. 45 (2).

Where only one owner

(3) If a corporation has only one owner, the owner present in person or by proxy constitutes a meeting. 1998, c. 19, s. 50 (3).

Voting

51 (1) For an owner to vote at a meeting of owners, the owner’s name must appear in the record of the corporation required by section 46.1 or be required by that section to appear in that record and the owner must be entitled to vote at the meeting. 2015, c. 28, Sched. 1, s. 46 (1).

One vote per unit

(2) All voting by owners shall be on the basis of one vote per unit. 1998, c. 19, s. 51 (2).

Joint owners

(3) The majority of the owners of a unit may exercise the right to vote in respect of the unit but the vote shall not be counted if there are two or more owners of the unit and they are evenly divided on how to exercise the vote. 1998, c. 19, s. 51 (3).

Voting for directors

(4) Subject to this section, on a vote to elect or to remove a member of the board all owners entitled to vote may vote for each member of the board. 1998, c. 19, s. 51 (4).

Definition

(5) In subsections (6), (7) and (8),

“owner-occupied unit” means a unit of an owner who is entitled to vote in respect of the unit at a meeting to elect or to remove a director where the unit is used for residential purposes and the owner has not leased the unit within the 60 days before notice is given for the meeting, as shown by the record that the corporation is required to maintain under subsection 83 (3). 1998, c. 19, s. 51 (5).

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, subsection 51 (5) of the Act is repealed and the following substituted: (See: 2015, c. 28, Sched. 1, s. 46 (2))

Reserved position

(6) If at least 15 per cent of the units of the corporation are owner-occupied units on or after the time at which the board is required to call a turn-over meeting under section 43, no persons other than the owners of owner-occupied units may elect a person to or remove a person from one of the positions on the board. 1998, c. 19, s. 51 (6).

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, subsection 51 (6) of the Act is repealed and the following substituted: (See: 2015, c. 28, Sched. 1, s. 46 (2))

Other positions

(7) Nothing in subsection (6) affects the right of the owner of an owner-occupied unit to vote to elect or to remove any members of the board other than the member who occupies the position mentioned in that subsection. 1998, c. 19, s. 51 (7).

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, subsection 51 (7) of the Act is amended by striking out "an owner-occupied unit" and substituting "a non-leased voting unit". (See: 2015, c. 28, Sched. 1, s. 46 (3))

Removal

(8) A director elected under subsection (6) may be removed before the expiration of the director's term of office by a vote of the owners at a meeting duly called for the purpose where the owners of more than 50 per cent of all of the owner-occupied units in the corporation vote in favour of removal. 1998, c. 19, s. 51 (8).

Note: On December 31, 2026, the day named by order of the Lieutenant Governor in Council, subsection 51 (8) of the Act is amended by striking out "the owner-occupied units" and substituting "the non-leased voting units". (See: 2015, c. 28, Sched. 1, s. 46 (4))

Method of voting

52 (1) 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, or

(ii) marked on an instrument appointing a proxy.

(iii) Repealed: 2023, c. 9, Sched. 7, s. 7 (1).

Same

(1.1) Subject to the by-laws, a vote by a show of hands or by a recorded vote may be conducted entirely by one or more telephonic or electronic means or by any combination of in-person voting and by one or more telephonic or electronic means. 2023, c. 9, Sched. 7, s. 7 (2).

Same

(1.1.1) In addition to any other matters that the by-laws may provide for with respect to holding a vote in accordance with subsection (1.1), the by-laws may,

(a) limit the method or methods by which a vote may be conducted in accordance with subsection (1.1); and

(b) specify requirements that apply with respect to the holding of a vote by a method described in subsection (1.1) or by such method as described by the by-laws made under clause (a). 2023, c. 9, Sched. 7, s. 7 (2).

Proxy

(1.2) A vote cast by proxy is subject to the instrument appointing the proxy. 2015, c. 28, Sched. 1, s. 48 (1).

Request for recorded vote

(2) At a meeting of owners, a person entitled to vote at the meeting may request that a recorded vote described in clause (1) (b) be held on any item scheduled for a vote either before or promptly after the vote. 1998, c. 19, s. 52 (2); 2015, c. 28, Sched. 1, s. 48 (2); 2023, c. 9, Sched. 7, s. 7 (3).

Proxy

(3) A proxy need not be an owner. 1998, c. 19, s. 52 (3).

Appointment of proxy

(4) An instrument appointing a proxy shall be in writing under the hand of the appointer or the appointer's attorney, shall be for one or more particular meetings of owners, shall comply with the regulations and shall be in the prescribed form. 2015, c. 28, Sched. 1, s. 48 (3).

(5)-(7) Repealed: 2015, c. 28, Sched. 1, s. 48 (3).

O. Reg. 48/01: General

Disclosure obligations

11.6 (1) For the purpose of clause 29 (1) (f) of the Act, a person shall provide the following statements and information in accordance with this section:

1. If the person mentioned in that clause is a party to any legal action to which the corporation is a party, a statement of that fact and a brief general description of the action.

2. If the spouse, child or parent of the person, or the child or parent of the spouse of the person, is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the spouse, child or parent and a brief general description of the action.

3. If an occupier of a unit that the person or the person's spouse owns or that the person occupies with the occupier is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the occupier and a brief general description of the action.

4. If the person has been convicted of an offence under the Act or under the regulations within the preceding 10 years, a statement of that fact and a brief general description of the offence.

5. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the corporation is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.

6. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.

7. If the person is an owner in the corporation and if the contributions to the common expenses payable for the person's unit are in arrears for 60 days or more, a statement of that fact.

8. If the person is not an owner of a unit in the corporation, a statement of that fact.

9. If the person is not an occupier of a unit in the corporation, a statement of that fact.

10. All other information that a by-law of the corporation requires the person to disclose. O. Reg. 180/17, s. 6.

(2) In paragraphs 2 and 3 of subsection (1),

"spouse" means,

(a) a spouse as defined in section 1 of the Family Law Act, or

(b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 180/17, s. 6.

(3) Paragraphs 5 and 6 of subsection (1) do not apply to a contract or transaction unless both it and the person's interest in it are material. O. Reg. 180/17, s. 6.

(4) The statements and information that subsection (1) requires the person to provide shall be current as of the time the person provides them. O. Reg. 180/17, s. 6.

(5) If the person provides notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation with respect to a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the board in writing at the time of providing the notice. O. Reg. 180/17, s. 6.

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.6 (5) of the Regulation is revoked and the following substituted: (See: O. Reg. 236/26, s. 4 (1))

(6) The meeting of owners mentioned in subsection (5) or (7) is a meeting that is held 40 days or more after the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force and for which a notice of meeting has not already been sent before that day. O. Reg. 180/17, s. 6.

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.6 (6) of the Regulation is revoked and the following substituted: (See: O. Reg. 236/26, s. 4 (1))

(7) If the person does not provide notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation but is a candidate in the election of one or more directors at a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the corporation at the meeting. O. Reg. 180/17, s. 6.

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.6 (7) of the Regulation is revoked. (See: O. Reg. 236/26, s. 4 (1))

(8) For the purpose of subsection (7), the person shall provide the statements and information,

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.6 (8) of the Regulation is amended by striking out "subsection (7)" in the portion before clause (a) and substituting "subsection (6)". (See: O. Reg. 236/26, s. 4 (2))

(a) orally or in writing if the person is present at the meeting; or

(b) in writing if the person is not present at the meeting. O. Reg. 180/17, s. 6.

(9) If the person is a person appointed to the board as described in subsection 34 (2) of the Act, the person shall provide the statements and information required by subsection (1) of this section to the board,

(a) at any time before being so appointed, unless the corporation has passed a by-law described in clause (b); or

(b) within such other period of time that is set out in a by-law of the corporation and that is before the appointment. O. Reg. 180/17, s. 6.

(10) The person shall provide the statements and information,

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.6 (10) of the Regulation is amended by striking out "The person shall provide" at the beginning of the portion before clause (a) and substituting "The person described in subsection (9) shall provide". (See: O. Reg. 236/26, s. 4 (3))

(a) orally or in writing if the person provides them at a time at the meeting when the person is appointed to the board that is before the appointment; or

(b) in writing if,

(i) the person provides the statements and information before the meeting at which the person is appointed to the board, or

(ii) a by-law of the corporation requires the person to provide the statements and information in writing. O. Reg. 180/17, s. 6.

(11) If this section requires a person to provide the statements and information required by subsection (1) in writing, the signature of the person shall be included in the statements and shall accompany the information. O. Reg. 180/17, s. 6.

Training courses required

11.7 (1) For the purpose of clause 29 (2) (e) of the Act, the prescribed training consists of the training courses that the following person or body designates:

1. The board of the condominium authority, if the authority is responsible for the administration of this section.

2. The Minister, if there is no condominium authority responsible for the administration of this section. O. Reg. 180/17, s. 6.

(2) The person or body that is authorized to designate the training courses may designate organizations that are authorized to provide the courses. O. Reg. 180/17, s. 6.

(3) If the board of the condominium authority is authorized to designate the training courses, the authority shall publish a description of the courses and the organizations, if any, that are authorized to provide them,

(a) on its website and in any other way described in its administrative agreement; and

(b) in any other format that the condominium authority considers advisable. O. Reg. 180/17, s. 6.

(4) For the purpose of clause 29 (2) (e) of the Act, a person shall complete the training courses within six months of the earlier of the day that the person is elected or appointed to the board, unless the person,

(a) is no longer a director on the last day of those six months; or

(b) has previously completed the courses,

(i) within seven years before that applicable day,

(ii) on or after the day this section comes into force, and

(iii) in accordance with this section as it read at the time the person completed the courses. O. Reg. 180/17, s. 6.

Disqualification of directors

11.10 (1) For the purpose of clause 29 (2) (f) of the Act, the following are the prescribed disclosure obligations for a director appointed or elected to the first board under section 42 of the Act:

1. If the director has been convicted of an offence under the Act or the regulations within the preceding 10 years, a statement of that fact.

2. All other disclosure obligations set out in a by-law of the corporation passed on or after the day subsection 52 (2) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force. O. Reg. 180/17, s. 6.

(2) For the purpose of clause 29 (2) (f) of the Act, the following are the prescribed disclosure obligations for a director appointed or elected to a board, other than the first board:

1. If the spouse, child or parent of the director or if the child or parent of the spouse of the director is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the spouse, child or parent and a brief general description of the action, unless the director has already provided that statement and information in accordance with section 11.6.

2. If an occupier of a unit that the director or the director's spouse owns, or that the director occupies with the occupier, is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the occupier and a brief general description of the action, unless the director has already provided that statement and information in accordance with section 11.6.

3. If the director has been convicted of an offence under the Act or the regulations within the preceding 10 years, a statement of that fact and a brief general description of the offence, unless the director has already provided that statement and information in accordance with section 11.6.

4. If the director has, directly or indirectly, an interest in a contract or transaction to which the corporation is a party or in a proposed contract or transaction to which the corporation will be a party, in a capacity other than as a director or officer of the corporation or as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest, unless, as at the applicable time of disclosure under clause (10) (c) or (11) (c), as the case may be, the director has already provided those statements in accordance with section 11.6.

5. If the director has, directly or indirectly, an interest in a contract or transaction to which the declarant or a declarant affiliate is a party, in a capacity other than as a director or officer of the corporation or as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.

6. All other disclosure obligations set out in a by-law of the corporation passed on or after the day subsection 52 (2) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force. O. Reg. 180/17, s. 6.

(3) In paragraphs 1 and 2 of subsection (2),

"spouse" means,

(a) a spouse as defined in section 1 of the Family Law Act, or

(b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 180/17, s. 6.

(4) Paragraphs 4 and 5 of subsection (2) do not apply to a contract or transaction or a proposed contract or transaction unless both it and the director's interest in it are material. O. Reg. 180/17, s. 6.

(5) The statements and information that subsections (1) and (2) require a director to disclose shall be current as of the time the director provides them. O. Reg. 180/17, s. 6.

(6) The director shall provide the required statements and information to the board in writing. O. Reg. 180/17, s. 6.

(7) The signature of the director shall be included in any written statement made by the director and shall accompany any written information provided by the director. O. Reg. 180/17, s. 6.

(8) A director who is appointed or elected to the first board under section 42 of the Act before the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force shall make,

(a) a disclosure described in paragraph 1 of subsection (1),

(i) within 30 days of that day, if the day of the conviction is before that day, or

(ii) within 30 days of the day of the conviction, if the latter day is on or after the day that section 27 comes into force; and

(b) a disclosure described in paragraph 2 of subsection (1) within the time period, if any, set out in the by-law. O. Reg. 180/17, s. 6.

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.10 (8) of the Regulation is revoked. (See: O. Reg. 236/26, s. 6 (1))

(9) A director who is appointed or elected to the first board under section 42 of the Act on or after the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force shall make,

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.10 (9) of the Regulation is amended by striking out "on or after the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force" in the portion before clause (a). (See: O. Reg. 236/26, s. 6 (2))

(a) a disclosure described in paragraph 1 of subsection (1),

(i) within 30 days of the director's appointment or election to the first board, if the day of the conviction is before the day the director is appointed or elected to the first board, or

(ii) within 30 days of the conviction, if the day of the conviction is on or after the day the director is appointed or elected to the first board; and

(b) a disclosure described in paragraph 2 of subsection (1) within the time period, if any, set out in the by-law. O. Reg. 180/17, s. 6.

(10) A director who is appointed or elected to a board, other than the first board, before the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force shall make,

(a) a disclosure described in paragraph 1 or 2 of subsection (2),

(i) if the director becomes aware of the information described in the applicable paragraph before that day, by the earlier of the 30th day after that day and the day of the first meeting of the directors held after that day, or

(ii) if the director becomes aware of the information described in the applicable paragraph on or after that day, by the earlier of the 30th day after the day the director becomes so aware and the day of the first meeting of the directors held after the day the director becomes so aware;

(b) a disclosure described in paragraph 3 of subsection (2),

(i) within 30 days of that day, if the day of the conviction is before that day, or

(ii) within 30 days of the day of the conviction, if the latter day is on or after that day;

(c) a disclosure described in paragraph 4 of subsection (2),

(i) subject to subclause (ii), at the earliest of,

(A) the meeting of the directors at which the contract or transaction or the proposed contract or transaction is first considered, if the director is, as of the date of the meeting, interested in the contract or transaction or the proposed contract or transaction,

(B) if the director is not, as of the date of the meeting mentioned in sub-subclause (A), interested in the contract or transaction or the proposed contract or transaction, at the first meeting of the directors held after the director becomes so interested,

(C) if the director becomes interested in the contract or transaction after it is entered into, at the first meeting of the directors held after the director becomes so interested, and

(D) if the contract or transaction or the proposed contract or transaction is one that in the ordinary course of the corporation's business would not require approval by the directors or owners, at the first meeting of the directors held after the director becomes aware of the contract or transaction or the proposed contract or transaction, or

(ii) if any of the meetings described in subclause (i) are held before the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, by the earlier of,

(A) the 30th day after the day that section comes into force, and

(B) the first meeting of the directors held on or after the day that section comes into force;

(d) a disclosure described in paragraph 5 of subsection (2),

(i) if the director becomes interested in the contract or transaction before that day, by the earlier of the 30th day after that day and the day on which the first meeting of the directors is held after that day, and

(ii) if the director becomes interested in the contract or transaction on or after that day, by the earlier of the 30th day after the day the director becomes so interested and the day on which the first meeting of the directors is held after the director becomes so interested; and

(e) a disclosure described in paragraph 6 of subsection (2) within the time period, if any, set out in the by-law.

O. Reg. 180/17, s. 6.

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.10 (10) of the Regulation is revoked. (See: O. Reg. 236/26, s. 6 (3))

(11) A director who is appointed or elected to a board, other than the first board, on or after the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force shall make,

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 11.10 (11) of the Regulation is amended by striking out "on or after the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force" in the portion before clause (a). (See: O. Reg. 236/26, s. 6 (4))

(a) a disclosure described in paragraph 1 or 2 of subsection (2),

(i) within 30 days of the director's appointment or election to the board, if the director becomes aware of the information described in the applicable paragraph before the day the director is appointed or elected to the board, or

(ii) within 30 days of the day the director becomes aware of the information described in the applicable paragraph, if the director becomes aware of the information described in the applicable paragraph on or after the day the director is appointed or elected to the board;

(b) a disclosure described in paragraph 3 of subsection (2),

(i) within 30 days of the director's appointment or election to the board, if the day of the conviction is before the day the director is appointed or elected to the board, or

(ii) within 30 days of the conviction, if the day of the conviction is on or after the day the director is appointed or elected to the board;

(c) a disclosure described in paragraph 4 of subsection (2) at the first of the following meetings of the directors that are held on or after the day the director is appointed or elected to the board, other than the first board:

(i) the meeting of the directors at which the contract or transaction or the proposed contract or transaction is first considered, if the director is, as of the date of the meeting, interested in the contract or transaction or the proposed contract or transaction,

(ii) if the director is not, as of the date of the meeting mentioned in subclause (i), interested in the contract or transaction or the proposed contract or transaction, at the first meeting of the directors held after the director becomes so interested,

(iii) if the director becomes interested in the contract or transaction after it is entered into, at the first meeting of the directors held after the director becomes so interested, and

(iv) if the contract or transaction or the proposed contract or transaction is one that in the ordinary course of the corporation's business would not require approval by the directors or owners, at the first meeting of the directors held after the director becomes aware of the contract or transaction or the proposed contract or transaction;

(d) a disclosure described in paragraph 5 of subsection (2),

(i) within 30 days of the director's appointment or election to the board, if the director becomes interested in the contract or transaction before the day the director is appointed or elected to the board, or

(ii) within 30 days of the day the director becomes interested in the contract or transaction, if the day the director becomes so interested is on or after the day the director is appointed or elected to the board; and

(e) a disclosure described in paragraph 6 of subsection (2) within the time period, if any, set out in the by-law. O. Reg. 180/17, s. 6.

(12) A disclosure obligation set out in this section does not apply to a person who ceases to be a director on or before the last day of the time at which this section requires the person to make the disclosure. O. Reg. 180/17, s. 6.

Material for meetings

12.1 (1) For the purpose of subsection 45 (5) of the Act, the prescribed material consists of,

(a) all material that a by-law of the corporation requires;

(b) if the meeting is an annual general meeting held on or after the day that subsection comes into force,

(i) the most recent periodic information certificate, if any, that the corporation sent to the owners or was required to send to the owners under section 11.1, and

(ii) the information certificate updates, if any, that the corporation sent to the owners or was required to send to the owners under section 11.2 after the periodic information certificate described in subclause (i); and

(c) if the meeting is a meeting held on or after the day that subsection comes into force to elect one or more directors, the statements and information that a person provides in writing under subsection 11.6 (5) or (7) or orally under subsection 11.6 (7). O. Reg. 180/17, s. 10.

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, clause 12.1 (1) (c) of the Regulation is revoked and the following substituted: (See: O. Reg. 236/26, s. 7)

(2) For the purpose of subsection 45 (5) of the Act, the prescribed manner by which the board shall place the required material before a meeting of owners shall be,

(a) making one or more copies of the materials described in clause (1) (b) available in writing for examination at the meeting;

(b) adding an oral presentation of the statements and information described in clause (1) (c) to the business to be presented at the meeting; or

(c) any other manner set out in a by-law of the corporation. O. Reg. 180/17, s. 10; O. Reg. 191/23, s. 4.

Preliminary notice of meeting of owners

12.2 (1) The date mentioned in clause 45.1 (1) (a) or (b) of the Act or clause (2) (h) of this section shall be,

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 12.2 (1) of the Regulation is amended by striking out "clause 45.1 (1) (a) or (b) of the Act or clause (2) (h) of this section" in the portion before clause (a) and substituting "clause 45.1 (1) (a), subclause 45.1 (1) (a.1) (iv) or clause 45.1 (1) (b) of the Act, or clause (2) (h) of this section". (See: O. Reg. 236/26, s. 8 (1))

(a) at least 15 days after the board gives the preliminary notice; and

(b) at least one day before the board gives the notice calling the meeting of owners described in subsection 45.1 (1) of the Act. O. Reg. 180/17, s. 11 (1).

(2) In addition to the material specified in subsection 45.1 (1) of the Act, a preliminary notice with respect to a meeting of owners shall contain,

(a) a statement of the purpose of the notice, including a statement that the board is required to send out subsequently a notice calling the meeting of owners with information about the meeting;

(b) a statement of the purpose of the meeting, which shall include,

(i) a statement of the nature of the business to be presented at the meeting if an owner has made a requisition for the meeting under section 46 of the Act, and

(ii) a statement of the purpose of any proposed changes to the declaration, description, by-laws, rules or agreements that are to be discussed at the meeting;

(c) a statement of the projected date of the meeting;

(d) a statement specifying the date mentioned in clause 45.1 (1) (a) or (b) of the Act;

(e) a statement that, subject to subsection 12.8 (1), the board is not required to include in the notice calling the meeting any material mentioned in clause 45.1 (1) (b) or (c) of the Act;

(f) a statement that an individual may notify the board under clause 45.1 (1) (a) of the Act and an owner may provide material to the board under clause 45.1 (1) (b) of the Act by the method, if any, set out in a resolution of the board described in clause 13.3 (4) (d) or by another method that is specified in the notice in accordance with subsection (3) of this section;

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, clause 12.2 (2) (f) of the Regulation is amended by adding "of this Regulation" after "clause 13.3 (4) (d)". (See: O. Reg. 236/26, s. 8 (2))

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 12.2 (2) of the Regulation is amended by adding the following clause: (See: O. Reg. 236/26, s. 8 (3))

(g) if the meeting is to elect one or more directors,

(i) a statement of the number of persons of which the board consists,

(ii) a statement of the number of positions on the board for election at the meeting,

(iii) a statement of the number of positions, if any, described in subclause (ii) for which voting is reserved as described in subsection 51 (6) of the Act,

(iv) a statement of the term of each director who is to be elected at the meeting, and

(v) a copy of the text of subsection 29 (1) of the Act and section 11.6 of this Regulation;

(h) if the nature of the business to be presented at the meeting includes the removal or appointment of an auditor, a statement that each owner, who intends to propose a candidate for the appointment of an auditor at the meeting, may notify the board in writing, by a date that is specified in the notice, of the name and address of the person the owner intends to so propose;

(i) if the meeting is a meeting that has been requisitioned in accordance with section 46 of the Act 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 that the corporation provides to the owners under subsection 97 (3) of the Act,

(i) a statement that describes the proposed addition, alteration, improvement or change, and

(ii) a statement of the estimated cost of the proposed addition, alteration, improvement or change indicating the manner in which the corporation proposes to pay the cost;

Note: On the day section 88 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, clause 12.2 (2) (i) of the Regulation is revoked and the following substituted: (See: O. Reg. 180/17, s. 11 (2))

(i.1) if the meeting is a meeting that has been requisitioned in accordance with section 46 of the Act for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with subsection 24.3 (5) of this Regulation,

(i) a statement that describes the proposed installation, and

(ii) a statement of the estimated cost of the proposed installation indicating the manner in which the corporation proposes to pay the cost, where cost has the same meaning as in subsection 24.3 (2);

(j) if the meeting is a meeting described in subsection 120 (2) of the Act,

(i) a copy of the certificate described in clause 120 (3) (c) of the Act, but not including any attachments to the certificate, and

(ii) a statement of the municipal address of each amalgamating corporation if it differs from the mailing address of the corporation; and

(k) all other materials set out in a by-law of the corporation. O. Reg. 180/17, s. 11 (1); O. Reg. 114/18, s. 2; O. Reg. 428/19, s. 6 (1).

(3) For the purpose of clause (2) (f), a preliminary notice with respect to a meeting of owners shall specify one or more of the following methods, in addition to specifying the method, if any, set out in a resolution of the board described in clause 13.3 (4) (d):

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 12.2 (3) of the Regulation is amended by striking out "clause (2) (f)" in the portion before paragraph 1 and substituting "clause (2) (f), subclause (2) (f.1) (iv) and clause (7) (c)". (See: O. Reg. 236/26, s. 8 (4))

1. Sending the notice or material to any address, described in clause 7 (2) (e) or section 108 of the Act, for or of the corporation.

2. Any other manner set out in a by-law of the corporation.

3. Any other method described in subsection 13.3 (4). O. Reg. 180/17, s. 11 (1).

(4) The preliminary notice shall be in a form specified in the Table to section 16.1. O. Reg. 428/19, s. 6 (2).

(5) Section 45.1 of the Act does not apply if the board or an owner sends out a notice to call a meeting of owners and the purpose of the meeting is solely to fill a vacancy in the board under subsection 34 (4) or (5) of the Act. O. Reg. 180/17, s. 11 (1).

(6) This section does not apply to a notice calling a meeting of owners unless the meeting is held 40 days or more after the day section 45.1 of the Act comes into force and the board has not sent any notice with respect to the meeting before that day. O. Reg. 180/17, s. 11 (1).

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 12.2 (6) of the Regulation is revoked and the following substituted: (See: O. Reg. 236/26, s. 8 (5))

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, the Regulation is amended by adding the following sections: (See: O. Reg. 236/26, s. 9)

Notice of meeting of owners

12.8 (1) The prescribed material that subclause 47 (7) (b) (iii) of the Act requires be included in a notice of meeting of owners is,

(a) the material, if any, contained in a submission made to the board, any record of the corporation contained or described in the submission or any addition to the business to be presented at the meeting described in the submission, if,

(i) the submission is made by those owners who, at the time the board receives the submission,

(A) own at least 15 per cent of the units, and

(B) appear in the record of the corporation required by section 46.1 of the Act or are required by that section to appear in that record,

(ii) the submission is in a form specified in the Table to section 16.1,

(iii) the submission is made to the board by the date described in subsection 12.2 (1) and using the method allowed by clause 12.2 (2) (f), and

(iv) if the submission requests that an addition be made to the business to be presented at the meeting, the addition is not contrary to the Act or this Regulation;

(b) a statement of the quorum for the transaction of business at the meeting;

(c) a statement of who may count towards the quorum mentioned in clause (b);

(d) a statement of the manner in which an owner may be present at the meeting and may vote at the meeting in accordance with section 52 of the Act;

(e) if the meeting is to elect one or more directors,

(i) a statement of the number of persons of which the board consists,

(ii) a statement of the number of positions on the board for election at the meeting,

(iii) a statement of the number of positions, if any, described in subclause (ii) for which voting is reserved as described in subsection 51 (6) of the Act,

(iv) a statement of the term of each director who is to be elected at the meeting,

(v) the name and address of each individual who, for the purpose of subclause 11.2 (2) (c) (ii), has provided notice to the board in accordance with that subclause,

(vi) a copy of the statements and information provided to the board in accordance with subsection 11.6 (5), and

(vii) a copy of the text of subsection 29 (1) of the Act and section 11.6 of this Regulation;

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 12.8 (1) of the Regulation is amended by adding the following clause: (See: O. Reg. 236/26, s. 11 (1))

(f) if the nature of the business to be presented at the meeting includes the removal or appointment of an auditor, a statement of the name and address of each person described in clause 12.2 (2) (h), in respect of whom the board has received notice in accordance with that clause;

(g) if the meeting is a meeting that has been requisitioned in accordance with section 46 of the Act 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 that the corporation provides to the owners under subsection 97 (3) of the Act,

(i) a statement that describes the proposed addition, alteration, improvement or change, and

(ii) a statement of the estimated cost of the proposed addition, alteration, improvement or change indicating the manner in which the corporation proposes to pay the cost;

Note: On the day section 88 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, clause 12.8 (1) (g) of the Regulation is revoked and the following substituted: (See: O. Reg. 180/17, s. 13 (2))

Note: On the day section 88 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, the English version of clause 12.8 (1) (g) of the Regulation is amended by striking out "and" at the end. (See: O. Reg. 114/18, s. 3 (2))

(g.1) if the meeting is a meeting that has been requisitioned in accordance with section 46 of the Act for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with subsection 24.3 (5) of this Regulation,

(i) a statement that describes the proposed installation, and

(ii) a statement of the estimated cost of the proposed installation indicating the manner in which the corporation proposes to pay the cost, where cost has the same meaning as in subsection 24.3 (2); and

(h) all other materials set out in a by-law of the corporation. O. Reg. 180/17, s. 13 (1); O. Reg. 114/18, s. 3 (3); O. Reg. 428/19, s. 10 (1).

(2) A notice of meeting of owners shall be in a form specified in the Table to section 16.1. O. Reg. 428/19, s. 10 (2).

(3) Section 47 of the Act does not apply if an owner sends out a notice to call a meeting of owners and the purpose of the meeting is solely to fill a vacancy in the board under subsection 34 (5) of the Act. O. Reg. 180/17, s. 13 (1).

(4) This section does not apply to a notice calling a meeting of owners unless the meeting is held 40 days or more after the day section 47 of the Act, as re-enacted by section 42 of Schedule 1 to the Protecting Condominium Owners Act, 2015, comes into force and the board has not sent any notice with respect to the meeting before that day. O. Reg. 180/17, s. 13 (1).

Note: On December 31, 2026, the day subsection 1 (11) of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force, subsection 12.8 (4) of the Regulation is revoked. (See: O. Reg. 236/26, s. 11 (2))

(5) If the owners may attend a meeting of owners by telephonic or electronic means, the statement required under clause (1) (d) shall include instructions for attending and participating in the meeting by telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting. O. Reg. 191/23, s. 11.

Proxies

13. An instrument appointing a proxy to vote at a meeting of owners shall be in a form specified in the Table to section 16.1. O. Reg. 428/19, s. 11.