**(Date)**

**\_\_\_\_\_\_CC \_\_\_\_ (“the Corporation”)**

**NOTICE RESPECTING ELECTRONIC MEETING**

A meeting of the owners of the Corporation will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This will be an electronic meeting. It will be held on an audio-video platform called “Zoom”.

You can attend and/or vote at the meeting by one of the following procedures:

**Attendance and Voting Options**

1. You can plan to attend the meeting by video conference. [This will allow you to participate in the meeting on your own computer, tablet or cell phone.]
2. You can plan to attend the meeting by audio conference. [This will allow you to participate in the meeting (audio only) on your phone. HOWEVER: Using this method, you won’t be able to vote at the meeting. You will need to vote by proxy.]
3. You can appoint someone else as your proxy to attend and vote for you at the meeting. [A proxy form is attached for this purpose.] Note that you can sign a proxy form and still attend the meeting, if you wish. But, when in attendance, you won’t be able to vote on matters for which you have already made voting decisions by proxy. You can, however, revoke a proxy any time on or before the ***meeting registration deadline***.

Further Note: Your appointed proxy won’t be able to vote (at the meeting) in relation to matters for which you have already made voting decisions by proxy.

**Pre- Registering for the Meeting**

Many steps must be taken to prepare for an electronic meeting of this sort. In particular, we will need to send proper invitations to those who wish to attend. Therefore, if you wish to attend and/or vote at the meeting, **you must Pre-Register for the meeting at least one day before the meeting** (the “meeting pre-registration deadline”).

For this meeting, the meeting pre-registration deadline is:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You can pre-register for the meeting by one or more of the following procedures:

1. You can send an email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following message:

**I am an owner of Unit \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_CC\_\_\_\_. I am pre-registering to attend the meeting of the Corporation to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will join the meeting by video conference using the following email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. You can phone \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_. You will be required to provide your name and Unit Number and you will need to advise that you are pre-registering to attend the meeting and indicating how you wish to join the meeting (whether by video conference or audio conference).
2. You can complete and deliver the attached proxy form either:
3. By fax to the following number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. By scanning and emailing the proxy form to the following email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. By ordinary mail to the following mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your appointed proxy will then need to pre-register for the meeting by one of the following two methods:

1. Sending an email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following message:

**I am the proxy for an owner of Unit \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_CC\_\_\_\_. I am pre-registering to attend the meeting of the Corporation to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will join the meeting by video conference using the following email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

(ii) Phoning \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_. Your proxy will be required to provide their name and the Unit Number and will need to advise that they are registering to attend the meeting and indicating how they wish to join the meeting (whether by video conference or audio conference).

**AGAIN: You or your proxy must Pre-register to attend the meeting – as described above – by the Pre-Registration Deadline. Otherwise, it will be too late to attend and vote at the meeting.**

Those who register to attend the meeting will receive an invitation to attend the meeting. You can then follow the instructions on the invitation to Register for and attend the meeting.

**A Further Note about Proxies**

Voting by proxy is an excellent option for an electronic meeting of this sort. Proxies also help achieve the necessary quorum for the meeting. THEREFORE: Please consider completing, signing and returning a proxy form if you are not able to attend the meeting or if you decide for any reason that you don’t need to attend the meeting.

When you complete the proxy form, note that you are required to sign or initial where indicated.

In terms of your appointed proxy: You can either choose someone to act as your proxy (and insert his or her name at Box A) or otherwise the Secretary of the Corporation will act as your proxy (as noted at Box B). In either case, your appointed proxy is of course bound by your specific voting instructions.

**The Meeting Agenda**

The agenda for the meeting is attached.

**The Host (Chair) for the Meeting [OPTIONAL]**

Given the intricacies of the new procedures for conducting electronic meetings of the owners, and also given the legal matters to be addressed at the meeting, the Board has asked our legal counsel, Nancy Houle, to chair the meeting. The selection of the Chair is also something that has to be decided in advance of the meeting (because of all of the organizing that goes into hosting / chairing such a meeting). If anyone objects to this chosen Chair, please let us know by one of the following methods ***by the pre-registration deadline***:

1. By fax to the following number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. By email to the following email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. By ordinary mail to the following mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If we receive such objections from three or more owners, we will add the following item to the start of the meeting agenda: “Objection to Chair – Motion to Adjourn Meeting”. If this motion is passed at the meeting, the meeting will have to be adjourned and re-scheduled for another date (to allow us to make arrangements for another host / chair).

**Attachments [OPTIONAL]**

You will find the following documents attached:

1. Prescribed Preliminary Notice of Meeting / Notice of Meeting
2. Minutes of Previous Year’s AGM
3. Audited Financial Statements
4. Report of the President
5. Bios for Candidates
6. Disclosure Statements for Candidates
7. Proxy Form
8. Most recent Insurance Certificate
9. Most recent Budget
10. Most recent Periodic Information Certificate (along with any Updates)

**Conclusion**

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (email) or (phone).

Thanks very much!!

**MEETING AGENDA**

**Preliminary Matters**

1. Call to Order – 7:00 p.m. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Introduction of Host (Meeting Chair) and Introduction of Co-Host(s).
3. Technical Matters
4. Explanation of Meeting Procedures, including how attendees will participate in the Meeting.
5. Explanation of Voting Procedures including Confirmation of Scrutineers.
6. Electronic troubleshooting and Attendance troubleshooting.
7. Confirmation of Notice
8. Confirmation of Attendance and Quorum
9. Introduction (Board Members, Manager, Meeting Presenters, Minute-taker, etc.)
10. Approval of Meeting Agenda (Order of business only. No new business, not disclosed in the Notice of Meeting, can be added to the agenda.)

**Substantive Business**

1. Approval of Minutes of Previous Meeting(s)
2. Financial Matters: (a) Presentation of Financial Statements (Auditor)

(b) Questions for Auditor

(c) Appointment of Auditor for Current Fiscal Year

1. Presentations from the Board Members and other Presenters (followed by questions)
2. Approval of By-laws or Rules included in Notice of Meeting
3. Elections
4. Discussion of matters relevant to the affairs of the Corporation
5. Adjournment