



DAVIDSON HOULE ALLEN LLP  
CONDOMINIUM LAW

**MEETING CHECKLIST**  
**ANNUAL GENERAL MEETING**

Must be held by: \_\_\_\_\_ [Within 6 months of fiscal year end]

Audited financial statements must be ready by: \_\_\_\_\_

Key issues to be addressed at AGM:

---

---

---

[Are there contentious issues, declaration amendments, by-laws or rules to be passed, need for engineer or others to speak about any issues. Decide on forum/venue (in-person, virtual, hybrid).]

- Reach out to legal counsel, auditors, minute-takers, engineers for proposed meeting date.

MEETING SCHEDULED FOR: \_\_\_\_\_

Preliminary Notice to be sent by: \_\_\_\_\_ \*check by-laws for notice requirements

Notice of Meeting to be sent by: \_\_\_\_\_ \*check by-laws for notice requirements

Things to prepare:

- Updated owners list (with owner-occupied units noted in case of owner-occupied vote).
- Preliminary Notice of Meeting
- Notice of Meeting & required documents (check by-laws to see if anything must be added).
- Meeting script – if you are chairing.
- Ballots / polls / other voting instruments.

Reminders:

- One week before meeting:
  - reach out to panelists / key participants
  - review any proxies received to ensure there are no issues.
- Day of meeting:
  - check for any paper proxies delivered
  - check AR list to confirm all owners are permitted to vote
  - ensure that the chair reviews the proxies

Depending on how the meeting is being held, there will be other items to see to in advance of the meeting.