



CONDO LAW
FOR ALBERTANS

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Condominium Meetings

Condominiums have 3 key meetings – board meetings, Annual General Meeting (AGM), and extraordinary general meetings. Every condo corporation has a set of bylaws that govern where, when, and how these meetings take place. **Boards should always check their bylaws to ensure they are following the meeting rules.**

	Board Meetings	Annual General Meeting (AGM)	Extraordinary General Meetings
What is it?	Meetings where board members come together to discuss issues about the day-to-day management of the corporation.	An annual meeting for all owners to come together to discuss major decisions affecting the condominium corporation and elect the next board.	Special meetings outside of an AGM where owners or the board may want to discuss important issues regarding the condominium corporation.
How often are they held?	Regular meetings are best practice. Board members and/or the condo's bylaws determine how often a board meets.	Once every year, within 15 months of the last AGM.	Check your condo bylaws as they outline how often they can be held.
How are they called?	Check your condo bylaws as they outline the procedure for how and when they can be called.		
How many people must be present for a meeting to proceed?	Check your condo bylaws. They specify what is needed for a quorum. A quorum is the minimum number of people required to be present at a meeting so that the decisions made at the meeting are valid.		

	Board Meetings	Annual General Meeting (AGM)	Extraordinary General Meetings
How are resolutions passed?	Check your condo bylaws. Typically bylaws will require that resolutions are passed by majority vote.	Check your condo bylaws. Typically bylaws will require that resolutions are passed by ordinary or special resolution . To pass an ordinary resolution , the condo corporation requires a majority vote or a resolution signed by owners representing more than 50% of the total unit factors. To pass a special resolution , the condo corporation requires support of at least 75% of unit owners who represent at least 75% of total unit factors.	
What is the order of business?	Usually determined by the board.	Check your condo bylaws. The suggested order of business at an AGM and extraordinary general meetings is as follows: <ul style="list-style-type: none"> • Call to order by the chair • Calling of the roll and certifying of proxies • Proof of notice of meeting • Reading and disposal of any unapproved minutes • Reports of officers • Reports of committees • Election of board members • Unfinished business • New business • Adjournment 	
What are the rules of conduct?	Meetings are conducted according to the rules of conduct adopted by the board. Otherwise, you may wish to consult with the Robert's Rules of Order.		



TIP

The condo corporation must prepare financial statements and an annual budget and distribute those documents to owners before an AGM can be held.

Taking Minutes

The condominium board should always take minutes at its board meetings to provide a history of why it made certain decisions. The board should also ensure that minutes are taken at meeting involving the unit owners, such as the AGMs and extraordinary general meetings.

Voting rights

All condominium owners have a right and responsibility to vote. Voting rights are based on the owner's unit factor. Where there is more than one unit owner, the condo's bylaws clarify who has the right to vote. If an owner's unit is mortgaged, the mortgagee (money lender) has first priority to vote if written notice is given to the condominium corporation and the mortgagee is present for the vote. Anyone eligible to vote can do so in person or by proxy. If an owner owes money to the corporation (for example, contributions or fees) for 30 days or more prior to a vote, the owner loses his or her right to vote.

Resolutions

Owners may vote on 2 types of resolutions: ordinary resolutions and special resolutions.

An ordinary resolution is usually about the day-to-day operations of the condominium. To pass an ordinary resolution at an AGM or extraordinary general meeting, there must be:

- a majority vote or
- a resolution signed by owners representing more than 50% of the total unit factors.

A special resolution is about a change that could permanently impact all owners. To pass a special resolution at an AGM or extraordinary general meeting, at least 75% of unit owners representing at least 75% of total unit factors must agree to it. A special resolution may also be passed in writing.

A condo board must understand that different matters have different resolution requirements. The table contains examples of ordinary resolutions and special resolutions.

Matters requiring an Ordinary Resolution
(majority vote or signed resolution representing more than 50% of unit factors)

- Change venue of board and all general meetings (resolution must be passed at an AGM)
- Restrict or direct the powers and duties of the corporation (resolution must be passed at a general meeting)
- Provide direction on placing insurance
- Change corporation's address for service

Matters requiring a Special Resolution
(at least 75% of unit owners representing at least 75% of total unit factors)

- Change a bylaw
- Acquire or dispose of an interest in real property
- Remove funds from a capital replacement reserve fund for making capital improvements
- Transfer or lease the common property
- Accept on behalf of owners a grant of easement or restrictive covenant benefiting the parcel
- Execute on behalf of owners a grant of easement or restrictive covenant burdening the parcel
- Terminate the condominium status of the building/parcel
- Sell the condominium property or any part of it
- Merging land
- Change the condominium plan



CAUTION

A condominium corporation may have different bylaws which guide voting and resolution processes for different matters – you should always check your bylaws to ensure that you are working with the correct information.