

Requisition to Call and Hold a Meeting of Owners Prototype – Not for Actual Use

Summary of the purpose of the owner-requisitioned meeting:

1. Corporation information

Your corporation

Refer to the corporation's declaration or other records to get this information.

Enter your condo corporation's full legal name

Units required to requisition the meeting

The requisition must be signed by owners representing at least 15% of the voting units. Use our [Condo Registry](#) to find out how many voting units your condo has.

Enter the total number of voting units or the total number of votes (common elements condo corporations) in your condo corporation:

Multiply the above number by 0.15 and round up to the nearest whole number:

2. Requisition delivery details

Delivery method

Select **one** method for delivering the requisition to the corporation. Ensure the method selected allows the requisition to be delivered to a valid address.

Additional delivery methods

Only use the additional delivery methods if they have been approved by the board. Review the most recent information certificate to confirm. A requisition delivered using an unapproved method or incorrect address may result in the requisition being deemed invalid.

Select one method of delivery:

Delivery methods permitted by the Condo Act

- ☐ In person to the corporation's president or secretary
- ☐ By registered mail to the corporation's president or secretary
- ☐ Deposited at the corporation's address for service
- ☐ Deposited in a mailbox at an address for service of the corporation, management provider, or manager
- ☐ Prepaid mail to the corporation's address for service
- ☐ Prepaid mail to the current management provider's or manager's address for service
- ☐ Courier delivery to an address for service of the corporation, management provider, or manager

Additional delivery methods that **may be** permitted by the board

- ☐ Prepaid mail to an address approved by the board
- ☐ Sent by fax, email, or other electronic communication approved by the board

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3. Requested requisition timing

Timing of the meeting and voting

Boards have 20 days to respond to the requisition.

Select one way the corporation must address this request:

- ☐ Added to the agenda of the next Annual General Meeting
☐ Addressed at a separate owner-requisitioned meeting

4. Purpose of the meeting

Meeting purpose

Option 1 cannot be selected with any other option. Option 2 and 3 may be selected individually or together.

Select the purposes for requisitioning an owners' meeting:

1. ☐ Information meeting for discussion (complete **Section 4a**)
2. ☐ Removing or electing board of directors (complete **Section 4b**)
3. ☐ Another purpose the Condo Act allows (complete **Section 4c**)

4a. Meeting for discussion

Information meeting

Provides an opportunity for owners and their board to discuss important topics affecting their condo community.

Describe the topic of discussion for the meeting:

4b. Removing and electing board of directors

Voting to remove directors

Type of director positions

*A residential condo corporation may have two types of director positions. **General positions** can be voted on by all owners. A **Non-leased voting unit position**, can only be voted on by owners of residential units that have not been reported as leased based on the corporation's records within 60 days before the board received the*

List the names of the directors you want to remove. A director can only be removed if a majority of eligible owners vote in favour. If a director is removed, owners may elect a replacement at the meeting.

Director Name	Reasons for Removal	Type of Position (select one)
		☐ General ☐ Non-leased
		☐ General ☐ Non-leased
		☐ General ☐ Non-leased

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requisition. Check your condo's most recent [Periodic Information Certificate](#) or other records to confirm each director's type of position.

		☐ General ☐ Non-leased
		☐ General ☐ Non-leased

Units required for the removal of a non-leased voting unit director

The requisitionists must meet the following requirements at the time the board receives the requisition:

- 1.** Own at least 15% of the non-leased voting units.
- 2.** Are (or should be) listed in the corporation's record of owners and mortgagees.
- 3.** Not have any common expenses that have been in arrears for 30 days or more.

Enter the total number of **non-leased voting units** in your condo corporation:

Request the corporation's Record of Notices Relating to Leases of Units or Record of Owners and Mortgagees to find this number.

Multiply the above number by 0.15 and round up to the nearest whole number:

Election of directors

Select the election events that the requisitionists want addressed at the meeting if the topic of the meeting may include an election to fill a vacancy.

Additional requirements

If a vacancy in the reserved position will or may arise by the time of the meeting, the election may proceed only if at least one owner of a non-leased voting unit submits a confirmation of their ownership

Select all that apply:

- ☐ Elect one or more individuals to fill vacancies in general director positions on the board
- ☐ Elect an individual to a non-leased voting unit position on the board

You must complete the acknowledgement below if the requisition involves electing an individual to the non-leased voting unit position

☐ We, the requisitionists, acknowledge that, if this requisition includes the election of a director to a non-leased voting unit position, at least one eligible owner of a non-leased voting unit must submit the required information and a written request within 15 days after the Preliminary Notice of Meeting is delivered. We understand that if this does not occur, the portion of the requisition relating to the election of this non-leased voting unit position may be treated as withdrawn. We further understand that the corporation may proceed with any other business included in the requisition if it continues to satisfy all the requirements.

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*status and a request
that an individual be
elected to the position.*

4c. Additional permitted purpose for requisitioning a meeting

Additional purpose

The Condo Act allows owners to request an owners' meeting for additional purposes such as when the board proposes changes to the rules or to the common elements.

Description of the purpose of the meeting

When describing the meeting's purpose, be clear and specific. Include key details where relevant.

For example, if the condo corporation is proposing a new rule, include the rule's name and number, if applicable, and a brief description of the proposed change. You may also include background information that helps explain the request.

Select all additional purposes for requisitioning an owners' meeting:

- ☐ Voting on new rules proposed by the condo corporation ([s. 58](#))
- ☐ Voting on amending or repealing existing rules of the condo corporation ([s. 58](#))
- ☐ Voting on changing the condo corporation's common elements or assets ([s. 97](#))
- ☐ Voting on installing an electric vehicle charging system ([s. 24.3](#))
- ☐ Voting to remove the auditor and appoint a replacement ([s. 63](#))
- ☐ Voting on terminating the condo corporation due to substantial damage ([s. 123](#))

Briefly describe the topics for the meeting. Ensure they relate to the purposes selected above. If you selected more than one purpose, describe each.

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5. Designated requisitionist contacts and authorized person

Contact information for requisitionists

Enter the legal name of one or two requisitionists.

Provide an address for service or email address so the board can send its response to the individuals named in this section.

The individuals listed in this section are the designated contacts for all requisitionists.

The individuals named below are designated to receive the board's response on behalf of the requisitionists. One of these individuals **must** also be selected as the authorized person in Section 6.

Legal name of primary requisitionist

Address for service or email address for primary requisitionist

Legal name of back-up requisitionist (optional)

Address for service or email address for back-up requisitionist (optional)

6. Withdrawing a requisition

Withdrawing a requisition

A requisition can only be withdrawn by the authorized person, who must be a designated contact that appears in Section 5 and is authorized by the requisitionists to withdraw the requisition. The withdrawal notice must include all required information and must be submitted within 15 days after the requisition is delivered to the condo corporation using an approved delivery method.

Designate a person named in Section 5 who is authorized to withdraw the requisition on behalf of the requisitionists. Enter the legal name of that person. Only **one** person can be named.

The notice to withdraw the requisition must be in writing and include:

1. The name and signature of the person from Section 5 who is authorized to withdraw it
2. A statement that the requisitionists are withdrawing the submitted requisition
3. A copy of the requisition or enough information to identify it
4. The date the notice was signed

If the board receives a withdrawal notice that meets the requirements, the requisition will be withdrawn, and the board is not required to respond to it or call and hold an owners' meeting.

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7. Revising a requisition

Revising a requisition

If the board refuses the requisition, it must explain why and state which requirements were not met. Requisitionists may revise the requisition by completing a new form within 10 days after receiving the board's rationale and submitting it using an approved delivery method.

Does this requisition revise and replace a previously submitted requisition?

☐ Yes

☐ No

If yes, enter the date the board delivered its response to the previously submitted form:

(YYYY/MM/DD)

8. Form completion date

Date form was completed

This date helps the corporation verify when the form was completed.

Date: _____ at _____ ☐ AM ☐ PM

(YYYY/MM/DD)

(Time of Day)

9. Additional information on signing a requisition

A condo corporation's board of directors must respond to this requisition within 20 days of receiving the requisition. If the board does not respond within 20 days, it is deemed to have responded that it will call and hold the meeting. The requisition must be signed by the owners of at least 15% of the voting units or total number of votes. Please note, to sign this requisition, a person must:

- Be the owner of a unit
- Be entitled to vote on behalf of their unit
- Not be in arrears for any common expenses for 30 days or more

Important instructions for signing a requisition

- Tenants and other non-owner occupants **cannot** sign a requisition.
- Owners of multiple voting units are only required to sign the requisition **once**. However, they must list **all** voting units they own in the "Unit descriptions or unit numbers" column on the following signature page(s).
- If a voting unit has more than one owner, only one of them needs to sign the requisition, as long as a **majority** of the owners of that voting unit agree on how their vote should be cast. The unit counts as only one vote and contributes toward meeting the 15% threshold.
- Electronic signatures may be used if they meet the requirements under [section 11](#) of the [Electronic Commerce Act, 2000](#).

Signatures of Eligible Owners

[illegible]

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[illegible]