

**Preliminary Notice of Meeting
of Owners**Advance information for owners about a
proposed meeting of owners**Instruction**

This 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. Please note that to print the form, the form must be saved, opened, and printed from your local device. 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.

The purpose of this preliminary notice of meeting is to provide additional advance notice of a planned owners' meeting, before the notice of meeting is prepared and sent to owners. Among other things, this preliminary notice provides ways for owners to suggest material to be included in the notice of meeting. The corporation is still required to send out a notice of meeting to confirm the meeting date and provide additional information to owners about the meeting.

Condominium corporation's name:
Carleton Condominium Corporation No. 169

General Meeting Information**Section 1.** Projected date of the meeting (yyyy/mm/dd)

2022/03/28

Section 2. You may provide information to the board in response to this notice in the following ways:

a. By delivering the information to the following address of

 the corporation: 103-1025 Richmond Road, Ottawa, ON K2B 8G8 condominium management provider or the condominium manager: _____ any other person responsible for the management of the property: _____

b. By delivering the information using an electronic method of communication:

 YesThe electronic method of communication is: email to: nancy@dhacondolaw.ca No

Instruction for person filling out the form: If the board has approved an electronic method for receiving requests for records, you must provide an electronic method of communication above.

c. By delivering information in an additional way

 Yes No**Section 3.** Summary of the Purpose of the Meeting:

The purpose of the Meeting is to discuss and vote on two proposed By-Laws, as further described below.

Section 4. Please check any of the following that apply to the upcoming meeting: a. This is a meeting requisitioned by owners under s. 46 of the *Condominium Act, 1998*. b. This meeting will include discussion of proposed changes to the declaration, description, by-laws, rules, or agreements.

The purposes of the proposed changes are:

By-Law No. 23 is to ratify the change in management; By-Law No. 24 is to amend the provisions in By-Law No. 1 related to the engagement of a duly licensed Manager or Management Provider

- c. 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).
 - d. This is a meeting to remove or appoint an auditor.
 - e. This is a meeting 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 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*.
 - f. This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*.
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Section 5. Request by owners to include material (including any record of the corporation) in the upcoming Notice of Meeting.

If you wish to request that any material be included in the notice calling this meeting, please deliver that material to the board to the addresses or in the manner specified above (see item 2 of this form) by this date (yyyy/mm/dd)

2022/03/04

Although you can request that material be included in the notice of meeting, the board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included. For more detail, please refer to the form called "Submission to Include Material in the Notice of Meeting of Owners" which is available on the Condominium Authority of Ontario website, and s. 12.8(1)(a) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

Section 6.

- A by-law of the corporation requires that additional material be 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 7.

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

Dated this 18 day of February, 2022 .
day of month month year