

Establishing Meeting Record Date

While the setting of meeting Record Dates is different across various provincial and federal acts of incorporation, National Instrument 54-101 does specify a Record Date as follows:

Non Notice and Access mailings shall be no fewer than 30 and no more than 60 days before the meeting date.

Notice and Access mailings shall be no fewer than 40 and no more than 60 days before the meeting date.

National Instrument 54-101	Earliest Record Date	Latest Record Date
NOT using Notice & Access	60 days before meeting date	30 days before meeting date
Using Notice & Access	60 days before meeting date	40 days before meeting date
Business Corporation Act	Earliest Record Date	Latest Record Date
CBCA	Not more than 60 days before meeting date	Not less than 21 days before meeting date
Alberta	Not more than 50 days before meeting date	Not less than 21 days before meeting date
British Columbia	Not more than 2 months before meeting date	n/a
Manitoba	Not more than 50 days before meeting date	Not less than 21 days before meeting date
North West Territories	Not more than 50 days before meeting date	Not less than 21 days before meeting date
New Brunswick	Not more than 50 days before meeting date	Not less than 21 days before meeting date
Newfoundland and Labrador	Not more than 50 days before meeting date	Not less than 21 days before meeting date
Nova Scotia	Not more than 50 days before meeting date	Not less than 21 days before meeting date
Nunavut	Not more than 50 days before meeting date	Not less than 21 days before meeting date
Ontario	Not more than 60 days before meeting date	Not less than 30 days before meeting date
Prince Edward Island	n/a	n/a
Quebec	Not more than 60 days before meeting date	Not less than 21 days before meeting date
Saskatchewan	Not more than 50 days before meeting date	Not less than 21 days before meeting date
Yukon	Not more than 50 days before meeting date	Not less than 21 days before meeting date