

Sample Proxy Form – Election of Directors to Owner-Occupied Positions



Print Blank Form in Full

Ministry of Government and Consumer Services

Proxy Form

Instruction
 This PDF form can be filled out electronically and then saved or printed. The blank form can also be printed in full and then filled out in hard copy. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, and signatures) can be torn off and separated from the voting information in the rest of the form. To do this, the form must be printed in one-sided format.

Proxy Identification Number (optional):

To (condominium corporation's name):

ANYCORP CONDOMINIUM CORPORATION NO 123

I am (we are)

the registered owner(s)

authorized to act on behalf of the registered owner(s)

the mortgagee(s)

authorized to act on behalf of the mortgagee(s)

Instruction for person filling out the form: In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Proxy Identification Number (optional):

Name of proxy giver (the person entitled to vote at the meeting, for example, the registered owner or mortgagee):

Owner Smith

Proxy giver's unit number and municipal address or other description of the unit:

Unit 101, Anywhere Street
Anywhere ON, A1B 2C3

Note: if your corporation is a common elements condominium corporation, please identify the relevant parcel of tied land in the above space.

Dated this 1 day of DECEMBER, 2018, at 2:00 am pm

day of month month year time of day

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Disponible en français

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Important: The proxy form must be filled out and signed by at least one of the unit owners (or a person legally authorized to act on their behalf).

Check one of these boxes to indicate whether you are the owner, mortgagee, or if you are acting on behalf of the owner or mortgagee (for example, if you have power of attorney for the owner of the unit).

Enter the date, month, year, and the time you completed the proxy form here. This information may be used to validate your proxy form (for example, if you appoint two different proxies, the proxy form you filled out last will determine who your proxy is).

You should leave these boxes blank. They are used by your condominium corporation.

Enter the full name of your corporation here.

Enter the full name(s) of the registered owner(s) or mortgagee here.

Enter the full address of your unit (or parcel of tied land in a common elements condominium corporation) here, including your municipal address and unit number.

Sign the proxy form with your full signature here. You should do this only after you have filled out the rest of the form electronically and printed it.

Enter the **date of the meeting** that your proxy will attend into this box.

Because you want to allow your proxy to vote on all matters raised during the meeting, check the third box here.

Important: To provide your proxy with instructions on how to vote, please note that you must fill out the proxy form electronically. This is because the form is dynamic and expands depending on the selections that you make. If you don't fill out the form electronically, you will not see all the fields you can fill out.

To instruct your proxy how to vote for candidates for vacant positions on the board that only owner-occupied units can vote for, **check the box for Section 2.** Once you check the box, the fields that appear below will appear.

Important: You must occupy your unit to make this selection.

If you include two or more people in this list, you will need to fill out these boxes to tell your proxy in what order they should vote. Your proxy will vote first for the candidate you have identified as #1, and then #2, #3, and so on.

Here is an example: Imagine there are four candidates named Abby, Bruce, Corinne, and David running for two positions on your board. If you want your proxy to vote for Abby and Bruce, you would enter their names and list them as #1 and #2. If you would also be willing to vote for Corinne (for example, in the event that either Abby or Bruce withdraw and decide not to stand for election), you can also include Corinne's name, and assign her #3. If you do not want to vote for David under any circumstances, you should leave his name off the form entirely.

Note: If you receive a pre-populated proxy form that includes the name of a candidate for whom you do not want to vote, you should cross their name off the form and not assign them a number.

Proxy Identification Number (optional):		Proxy Identification Number (optional):
I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2018 / 12 / 15 Date (yyyy/mm/dd) and at any adjournment of the meeting:		
Name of Proxy	Signature or initials	
A. Penelope Chu		
B.		
I (we) revoke all proxies previously given.		
Please check only one of the three boxes below:		
<input type="checkbox"/> The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure. Instruction for person filling out this form: Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should not be filled out.	Signature or initials	
<input type="checkbox"/> The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting. Instruction for person filling out this form: If this box is checked, then the rest of the form should not be filled out.	Signature or initials	
<input checked="" type="checkbox"/> The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting. Instruction for person filling out this form: If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.	Signature or initials	
<input type="checkbox"/> Section 1. Voting to elect candidates to vacant positions on the board that all owners may vote for:		
<input checked="" type="checkbox"/> Section 2. Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:		
I (we) instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below for the position on the board for which only owners of owner-occupied units may vote under s. 51(6) of the Condominium Act, 1998:		
Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
1	Abby A	
2	Bruce B	
3	Corinne C	
Add Item (+)		
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Enter your proxy's name in row A here – if you want to appoint a back-up proxy (if you think that your proxy might not be able to attend the meeting, for example), you can enter the back-up proxy's name in row B. That way, you can still be represented as long as at least one these people can attend.

Make sure that you that you sign or initial the form here after you print it.

Enter the name(s) of the candidate(s) you want your proxy to vote for here. If there are more than one candidates that you want to vote for, you can add additional rows by clicking the "Add Item (+)" button below.

Important notes:

1. If you include two or more people here, please ensure that you fill out the Order of Vote fields as well (see below).
2. If you do not want your proxy to vote for a candidate under any circumstances, **you should leave their name off the form entirely.**

If you are unsure who is up for election, you can check the Notice of Meeting that you received from your condominium corporation or condominium manager. If you did not receive a Notice of Meeting, you should speak to your board of directors or condominium manager. please refer to the [CAO's webpage on meetings.](#)

Proxy Identification Number (optional):		Proxy Identification Number (optional):
Instruction to person filling out the form: Your proxy may only vote for individuals whose names are set out above and who, at the time of the vote, are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions that are available.		
<input type="checkbox"/> Section 3. Voting for specific matters:		
<input type="checkbox"/> Section 4. Voting for removal of directors and election of substitutes:		
Save Form	Print Form	Clear Form

For more information on how to fill out the proxy form to instruct your proxy how to vote for any of these topics, please refer to the [CAO's webpage on proxies.](#)