

## Sample Proxy Form – Matters of Routine Procedure

The sample proxy form below has been filled out to appoint a proxy who will attend the meeting and vote on matters of routine procedure only. Matters of routine procedure can include items such as a vote to move the discussion to the next topic or a motion to adjourn the meeting.

**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).



[Print Blank Form in Full](#)

Ministry of Government  
and Consumer Services

### Proxy Form

**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 your proxy to vote only on matters of routine procedure, check the second box only.

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 and at any adjournment of the meeting: Date (yyyy/mm/dd)		
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. <b>Instruction for person filling out this form:</b> 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 <u>not</u> be filled out.	Signature or initials	
<input checked="" 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. <b>Instruction for person filling out this form:</b> If this box is checked, then the rest of the form should <u>not</u> be filled out.	Signature or initials	
<input 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. <b>Instruction for person filling out this form:</b> 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="button" value="Save Form"/>	<input type="button" value="Print Form"/>	<input type="button" value="Clear Form"/>
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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.

Once you have finished entering the information described above, you must print out the form and sign it. You must put your signature or initials next to every portion of the form that you filled out and that has a "Signature or initials" box next to it, like these two.

Once you have signed the form, your proxy form is complete! For more information on what to do with your proxy form, please refer to the [CAO's webpage on proxies](#).