

1. Basic information

Your condo corporation

Refer to the Notice of Meeting or declaration to find the corporation's full legal name.

Enter your condo corporation's full legal name

Your authorization

Authorized representatives must attach proof of their right to fill out this form. If you are representing a business corporation, include the corporate seal or a statement that you have the authority to bind the corporation. If you are representing a unit's owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Select **one** option to show how you are authorized to appoint a proxy holder:

- I am a condo unit owner
- I am a mortgagee
- I am an authorized representative of a unit's owner(s) or mortgagee(s)

Your legal name

Units with more than one owner must appoint one proxy to represent them all.

Enter the legal name of the person appointing the unit's proxy. If you are acting as an authorized representative, enter the name of the owner or mortgagee as it appears in the corporation's records.

Municipal addresses of units in the corporation

Sometimes units in certain corporations have different municipal addresses. Make sure to list them all.

Provide the municipal addresses for all units or parcels of tied land you own or represent. If a unit or parcel does not have a municipal address, provide the legal description instead.

Total number of units or parcels of tied land

Votes may be cast for each eligible unit or parcel of tied land. Indicate the total number represented here, even if that number is only one.

Enter the total number of units or parcels of tied land **owned by you** that are being represented by your proxy holder at the meeting.

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Proxy holder name

A proxy holder is an individual who **must** attend the meeting and may vote on your behalf. **Only** list people you trust with the authority you are giving them.

By selecting the final checkbox, you are authorizing the president or secretary to carry out the authority granted in this form if either proxy holder fails to attend the meeting. This box is **optional** and **may be left unselected**.

I appoint the individual named below as my proxy holder:

Name of your proxy holder

Name of back-up proxy holder (optional)

The president or secretary may act as my proxy holder if either individual named above fails to attend the meeting.

Date of meeting

Locate this date in the Notice of Meeting. If the meeting is adjourned and continued on a later date, this proxy form will continue to be used.

Enter the date of the owners' meeting

(YYYY/MM/DD)

2. Proxy voting permissions

Select only **one** option:

1. My proxy holder may count towards quorum only (**not authorized to vote**)
2. My proxy holder may vote on all matters and decide how to do so on their own
3. My proxy holder may vote on all matters using the voting instructions I have provided in Sections 3 to 5 of this form

If you selected option 1 or 2 above, proceed directly to Section 6 to complete the form. Sections 3 to 5 of this form should only be filled out if option 3 was selected above.

3. Voting for removal of directors

Voting to remove directors

Check if your Notice of Meeting included an **Owner Requisitioned Meeting form** with a list of directors who are up for removal. Ignore this section if that attachment does not exist.

Type of director positions

A condo corporation may have two types of director positions.

List the names of the directors who are up for removal, indicate the type of position the director holds, and if you are in favour of their removal. A blank table without voting instructions means your proxy holder will be able to decide on how to vote if director removal is on the meeting agenda.

Director Name	Type of Position (select one)	Vote to Remove?
	<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position	<input type="checkbox"/> Yes <input type="checkbox"/> No

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General positions
which can be voted on by all eligible owners.
An **Owner-occupied position** which can only be voted on by owners of units that have not been reported as leased based on the corporation's records within the 60-day period before the Notice of Meeting was delivered.

	<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Voting for board director positions

Voting for directors

Review Section 8.B of the Notice of Meeting for a list of candidates running for election.

Include and **only** rank candidates you would vote for in your order of preference. A blank table without voting instructions means your proxy holder will be able to decide who to elect if elections are on the agenda or a board vacancy was created by the removal of a director at the meeting.

What are "owner-occupied units"?

Sometimes condo corporations reserve one position on their board for voting by owners of owner-occupied units. This position can be voted in or removed only by owners of residential units **that have not been leased out within the 60 days before the Notice of Meeting was sent based on the corporation's records**. A candidate can appear under both positions if both are up for election. Your Notice of Meeting will identify which candidates are running for which types of positions.

Rank	Candidate Name	Type of Position (select one or both, if the candidate is seeking both types)
		<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position
		<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position
		<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position
		<input type="checkbox"/> General position <input type="checkbox"/> Owner-occupied position

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5. Voting instructions for specific matters

Voting for specific matters

Review sections 8.C to 8.G in the Notice of Meeting for a list of specific matters up for a vote. They may include things like changes to the governing documents, improvements to the common elements and more.

How to add clarity to your instructions

Using phrases like “with amendment” or “without amendment” can provide clarity for how the proxy will vote for specific matters. For example: **“to approve the rule that allows pets under 25 kg (without amendment)”**

List the specific matters up for a vote and indicate if you are in favour. A blank table without voting instructions means your proxy holder will be able to decide on how to vote if voting for specific matters is on the agenda.

Specific matter	In favour?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Form completion date and signature

Form completion date

The date the form was completed help the corporation verify when the form was completed.

Date: _____ at _____ AM PM
(YYYY/MM/DD) (Time of Day)

By signing this form, I confirm that this proxy form will revoke any proxy forms I previously submitted.

Signature: _____

Next steps:

1. Submit this signed form to your condo corporation in the way required by your governing documents or Notice of Meeting. This usually means either by printing and submitting the form in-person or sending it electronically.
2. Need to change your proxy or any detail after submitting? Fill out a new form and re-submit it with the new date and time the form was completed and provide it to the condo corporation. This will replace your previously submitted form and voting instructions.