

Guide to Completing the New Condo Proxy Form

The purpose of the proxy

In simple terms, the condo proxy is a document allowing you to appoint someone to represent you at a meeting of owners. If, for instance, you cannot attend the Annual General Meeting (AGM), you can appoint someone else to attend for you.

The condo proxy has two purposes:

- **Reaching quorum:** Condos can only conduct their meeting of owners if they have *quorum* (25% of all owners must be present at the first attempt). By giving your proxy to someone, you will be counted towards *quorum* as if you were present;
- **Voting:** Many issues are submitted to a vote of owners. Think of the election of directors, for instance. With a proxy, you can cast your vote or delegate to someone the decision to vote for you.

Who to pick as a proxy?

You can give your proxy to anyone who will be present at the meeting of owners. The proxy holder does not have to be an owner. It can be your tenant, a trusted neighbour, a friend or even someone on the board of directors. For instance, you could name the president of the board (or any other board member) to be your proxy. Pick someone you trust to represent you properly.

How to complete the proxy?

An improperly completed proxy may be rejected. For this reason, it is crucially important to properly complete it. Below are instructions on how to complete your proxy. Please note that we have coloured sections of the proxy to facilitate your review of this guide. These colours will not appear on the actual proxy form.

What to do with the proxy once it is completed?

Once you have completed your proxy, you should give it to the individual you have chosen as your proxy holder (the person who will attend the meeting for you). If you have completed all sections and have "locked in your vote" (ie, if you are not letting your proxy holder chose who to vote for), you can return the duly completed proxy to a trusted member of the boar Proxy Identification d or to the corporation's manager.

Proxies and ballots must be kept by the corporation for at least 90 days following the meeting or longer if an owner has advised of actual or contemplated litigation relating to them.

Condo Proxy - First page

 <p>Proxy Form</p>	<p>Proxy Identification Number (optional, for corporation use only): _____</p> <p>Name of proxy given (the person entitled to vote at the meeting, for example, the registered owner or mortgagee) _____</p> <p>Condominium address and unit number: _____</p> <p>Note: if your corporation is a common elements condominium corporation, please identify the relevant parcel of tied land in the above space. _____</p> <p>Signature _____</p>
<p>Instructions</p> <p>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.</p>	
<p>Proxy Identification Number (optional, for corporation use only): _____</p>	
<p>To (condominium corporation's name): _____</p>	
<p>I am (we are)</p> <ul style="list-style-type: none"><input type="checkbox"/> the registered owner(s)<input type="checkbox"/> authorized to act on behalf of the registered owner(s)<input type="checkbox"/> the mortgagee(s)<input type="checkbox"/> authorized to act on behalf of the mortgagee(s)	
<p>Instruction for per 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.</p>	
<p>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.</p>	
<p>Dated this _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm</p> <p>_____ day _____ month _____ year _____ Time of day</p>	

Every page of the new proxy is divided in two sides (left and right). **You must complete both sides.** Information which is of a more personal nature (such as your name, unit number and signature) goes on the right side. This way of dividing the information allows for the inspection of the proxies at a later date while shielding out confidential information.

Don't forget to insert your **name, your condo address and unit number** in this section. You must also sign the proxy.

Insert your corporation number. Your corporation number may be something like **YCC 123** or **MTCC 123** or **CCC 123**. Your corporation number should appear in most of the communications from the board. If you are uncertain, ask your property manager or board of directors.

Check the applicable box depending on whether you are the unit owner, the mortgagee or someone authorized to act for either of them. In most cases, the owner completes the proxy.

You must insert the date, month, year and time of day at which you complete and sign the proxy. If you ended up submitting more than one proxies, the most recent one will be kept. The older ones will be discarded.

Condo Proxy - Second page

<p>I (we) appoint the proxy named in row 1 below, or, failing him or her, the proxy names in row 2 below, to attend and vote on my (our) behalf at the meeting of owners to be held on _____ and at any adjournment of the meeting: <small>Date(yyyy/mm/dd)</small></p>		
Name of Proxy		Signature or initials
1.		
2.		
3.		
4.		
<p>I (we) revoke all proxies previously given.</p>		
<p>Please check one of the two boxes below:</p>		
<p><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: Check this box if you are appointing the proxy to vote only on matters of routine procedure, and no other matters. If this box is checked, then the rest of the form should not be filled out.</p>		Signature or initials
<p><input type="checkbox"/> The proxy may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to my instructions set out below, as I (we) could do if personally present at the meeting. Instruction for person filling out this form: Check this box if you are appointing the proxy to vote only on matters that may come up at the meeting (for example, voting for candidates and other substantive matters), subject to your instructions below.</p>		Signature or initials
<p>1. Voting to elect candidates to vacant positions on the board:</p> <p><input type="checkbox"/> I/we instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below.</p>		
Order of vote (enter 1,2,3, etc.)	Candidates for the Position(s) on the Board	Signature or initials

Identify the date of the meeting of owners at which you want your proxy to be used. Usually, the date of the AGM.

Identify who you want to give your proxy to (who will represent you at the meeting). Pick someone who will be present. You could also pick a board member (the President, for instance). You can list more than one name in case the person you named ends up not being present. You could, for instance, name **Robert Smith** under #1 and **The president of the board** under #2. If Robert Smith does not show up, the president will be able to exercise your proxy.

Sign/initial every time you complete a section on the left.

Check the **first** box if you want your proxy to count only towards *quorum* (and vote on procedural matters). If you check this box, your proxy will not be used to vote for the election or removal of a director and you do not need to complete the rest of the proxy.

Check the **second** box if you want your proxy to be used to vote for the election or removal of a director or for other items.

- If you want to decide who to vote for, you must complete the rest of the proxy (see yellow section below);
- If you leave the rest of the proxy empty, your proxy will be able to decide for you how to vote.

If you want to decide who to vote for, check the box and list the directors you want to vote for. List your choices in order of priority in case you list more names than there are positions to be filled.

If you leave this section blank (and have checked the **second** box in the red section), your proxy holder can decide who to vote for. In such a case, your proxy holder should be provided with a ballot at the time of registration.

Condo Proxy - Third page

<p>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.</p>			
<p>2. Voting for removal of directors and election of substitutes.</p> <p><input type="checkbox"/> I (we) instruct the proxy to vote as indicated below with respect to the removal of director(s) from the board of the Corporation.</p>			
Name of Director	In Favour of Removal	Against Removal	Signature or initials
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p><input type="checkbox"/> If a vote for the removal of a director(s) is successful, I (we) instruct the proxy to nominate, if necessary, and to vote for the candidate(s) named below and in the order set out below.</p>			
Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board		Signature or initials
1.			
2.			
3.			
4.			
5.			

COMPLETE THIS PAGE ONLY IF there is going to be a vote to **REMOVE** directors from the board. Otherwise leave blank.

If you want to decide yourself whether to keep or remove a director, you must **check the box** in this section and you must indicate, for each director, whether you want to have them removed ("in favour of removal") or whether you want them to stay on the board ("Against Removal").

If you leave this section blank, your proxy can decide how he or she will vote.

If you want to decide yourself who to vote in place of the directors to be removed (assuming they are removed), you must **check the box** in this section and you must insert the names of the directors for which you want to vote. Again, list your directors in order of preference in case you list more directors than there are positions available.

If you leave this section blank (and have checked the **second box** in the red section on page 2), your proxy can decide how he or she will vote.

Remember to sign or initial on the right every time you complete a section on the left.

Condo Proxy - Fourth page

<p>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.</p>		
<p>3. Voting for the position on the board that owner-occupied units may vote for:</p> <p><input type="checkbox"/> 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 <i>Condominium Act, 1998</i>.</p>		
Order of vote (enter 1, 2, 3, etc.)r	Candidates for the Position(s) on the Board	Signature or initials
	1.	
	2.	
	3.	
	4.	
	5.	
<p>Instruction to person filling out the form: Your proxy may only vote for individuals 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.</p>		
<p>4. I (we) instruct the proxy to vote as indicated below with respect to the specified matters that may come before the meeting, subject to the instructions set out below, as I (we) could do if personally present at the meeting.</p>		
Specific Matter	In favour	Signature or initials
	<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	

COMPLETE THIS PAGE ONLY IF there is going to be a vote for directors who can only be voted-in by owner-occupied units or if there is going to be a vote on other specific issues such as a vote on a rule or a by-law.

If you want to decide yourself which owner-occupied director you want to vote for, you must check the box and you must insert the name of the director(s) for which you want to vote. Again, list your directors in order of preference in case you list more directors than there are positions available.

If you leave this section blank, your proxy can decide how he or she will vote.

This section only applies if there is going to be a vote on other specific issues, such as a vote on a rule or a by-law.

If you want to decide yourself how to vote on these issues, you must check the box and check the applicable boxes beside each item to vote on (whether you are in favour or against the issue being vote on).

If you leave this section blank, your proxy can decide how he or she will vote.

Remember to sign or initial on the right every time you complete a section on the left.