

GUIDE TO COMPLETING THE NEW AMENDED 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 business at an owners' meeting 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?

If you are going to give someone a proxy, you must use the Proxy Form issued by the Province. This is a prescribed form, which cannot be modified. You can find the most current form on the [government site](#) or by visiting the "Form" tab on [Condo Adviser](#).

It is crucially important you properly complete your proxy to avoid it being rejected at the meeting. Below are instructions on how to complete your proxy. Please note that we have coloured sections of the proxy form to facilitate your review of this guide. These colours will not appear on the actual proxy form.


If you complete the proxy electronically (on a computer as opposed to on paper), the proxy will expand depending on which sections are required. For this reason, you may not see all of the pages we are reproducing below. Indeed, this guide presents a fully-expanded proxy form as if all sections were required.

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). Alternatively, if you have completed all sections and have "locked in your vote" (ie, if you are not letting your proxy holder choose who to vote for), you can return the duly completed proxy to a trusted member of the board 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 the proxy.

PAGE 1 – IDENTIFICATION OF THE PERSON GIVING THE PROXY

	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):	Proxy Identification Number (optional):	
To (condominium corporation's name):		
I am (we are) <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)		
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.		
Name of proxy giver (the person entitled to vote at the meeting, for example, the registered owner or mortgagee):		
Proxy giver's unit number and municipal address or other description of the unit:		
Note: if your corporation is a common elements condominium corporation, please identify the relevant parcel of tied land in the above space.		
Dated this _____ day of _____, _____, at _____ am _____ pm day of month month year time of day		
Signature		
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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.

You must initial/sign on the right side **every time** you add something or check a box on the left side.

Insert your corporation number. Your corporation number may be something like **YCC 123, 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 proxy is completed by the owner.

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.

Page 3 - ELECTION OF DIRECTORS

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input type="checkbox"/> Section 1. Voting to elect candidates to vacant positions on the board that all owners 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.		
Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
Instruction to person filling out the form: If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they 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. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority.		

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COMPLETE THIS PAGE ONLY IF there is going to be a vote to elect directors

If you want to decide who to vote for, check the “section 1” 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 third box in the orange section on page 2), 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.

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

PAGE 4 – ELECTION OF OWNER OCCUPIED DIRECTOR

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input 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 <i>Condominium Act, 1998</i> .		
Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
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.		

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COMPLETE THIS PAGE ONLY IF there is going to be a vote to elect directors who can only be voted-in by owner-occupied units.

If you want to decide yourself which owner-occupied director you want to vote for, you must check the “section 2 box” 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 to be filed.

If you leave this section blank (and have checked the **third** box in the orange section on page 2), 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.

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

PAGE 5 - VOTING ON OTHER MATTERS

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input type="checkbox"/> Section 3. Voting for specific matters: I (we) instruct the proxy to vote as indicated below with respect to the specified 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.		
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	
	<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	

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COMPLETE THIS PAGE ONLY IF there is going to be a vote on another specific matter, such as a vote on a rule or a by-law.

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 “section 3” 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.

Page 6 - VOTING ON REMOVING DIRECTORS

Proxy Identification Number (optional):		Proxy Identification Number (optional):	
<input type="checkbox"/> Section 4. Voting for removal of directors and election of substitutes: I (we) instruct the proxy to vote as indicated below with respect to the removal of director(s) from the board of the Corporation:			
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"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Instruction to person filling out the form: This section should only be filled out if the business of the meeting, as set out in the Notice of Meeting, includes a requisition under section 46 of the <i>Condominium Act, 1998</i> for the removal of a director. The individuals named above may include directors in any position on the board of directors, including any position for which only owners of owner-occupied units may vote under s. 51 (6) of the <i>Condominium Act, 1998</i>. Note that if a director's position on the board is a position for which only owner-occupied units can vote for under s. 51 (6) of the <i>Condominium Act, 1998</i>, then only those owners may vote with respect to the removal of that director.</p>			
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COMPLETE THIS PAGE ONLY IF there is going to be a vote to **REMOVE** directors from the board. Otherwise leave it blank.

If you want to decide yourself whether to keep or remove a director, you must check the "section 4" box 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** (and have checked the **third box** in the orange section on page 2), 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.

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

