



**SimpsonWigle**  
LAW LLP

## **GUIDE TO FILLING OUT PROXY FORMS**

### **THE PURPOSE OF THE PROXY**

The Proxy Form is a document allowing the owner of a unit to appoint someone to represent them at a meeting of owners. The Proxy Form has 2 purposes: quorum and voting.

### **WHO CAN ACT AS PROXY?**

Anyone present at the meeting of owners can act as a proxy. The proxy holder does not have to be an owner. It can be anyone that will attend the meeting on your behalf, including tenant, neighbour, a friend or someone board of directors.

### **HOW DO YOU COMPLETE THE PROXY?**

The Proxy Form issued by the Province must be used and cannot be modified. The most current version of the Proxy Form may be found at: [https://files.ontario.ca/proxy\\_form.pdf](https://files.ontario.ca/proxy_form.pdf).

The following is a guide for how to complete the Proxy Form. Please note that we have numbered the sections to facilitate your review of this guide. NOTE: If you complete the Proxy Form online it will expand depending on which sections are "clicked". This guide presents a fully-expanded proxy form as if all sections are "clicked".

***Please contact the SimpsonWigle LAW LLP Condominium Practice Group if you have any questions!***

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### LEGEND FOR FILLING OUT THE PROXY FORM (AS ATTACHED)

1. Leave these boxes blank
2. Enter the full legal name of the condo, i.e. Wentworth Standard Condo Corp No.#
3. LEFT → check one of these boxes to indicate position  
RIGHT → enter the full name(s) of the registered owner(s) or mortgagee
4. Enter municipal address and unit number and parcel of tied land if it is a common elements condo
5. LEFT → enter date and time that form was completed  
RIGHT → sign the form
6. Leave these boxes blank
7. LEFT → enter date on which the proxy will be attending  
RIGHT → enter initial
8. LEFT → enter proxy's name in row A, you may also appoint alternative in row B  
RIGHT → enter initial
9. LEFT:

Box A – choose this box if you want proxy to count only towards quorum, only. If this box is chosen proxy cannot vote on anything at the meeting and the rest of the form must be left blank.

Box B – choose this box if you want proxy to vote on procedural matters, only, for example, to adjourn the meeting. If this box is chosen proxy cannot vote to elect/remove a director or to vote in favor against a rule. The rest of the form must be left blank.

Box C – choose this box if you want proxy to vote on all matters at the meeting. Such matters may include the election/removal of a director or the adoption of a rule. The remainder of the form must be completed if you want to indicate how the proxy should vote. If you leave the rest of the form blank, proxy will be able to decide how to cast your vote.

RIGHT:

Initial beside the chosen option.

10. This section is to be completed only if there is going to be a vote to elect directors.

LEFT → check the "Section 1" box and list the directors you wish to vote for in order of priority. If you leave this section blank the proxy can decide who to vote for.  
RIGHT → enter initial beside each candidate

11. This section is to be completed only if there is going to be a vote to elect directors who can only be voted in by owner occupied units.

LEFT → check the "Section 2" box and list the directors you wish to vote for (see 13

below) in order of priority. If you leave this section blank the proxy can decide who to vote for.

RIGHT → enter initial beside each candidate

12. Leave these boxes blank

13. LEFT → list all directors you wish to vote for

RIGHT → enter initial beside each candidate

14. This section is to be completed only if there is going to be a vote on another specific matter, such as a vote on a rule.

LEFT → check the "Section 3" box and list the items you wish to vote on below. Choose whether you will be voting in favour (Yes) or against (No) each matter in the corresponding box to the right. If you leave this section blank proxy can decide how vote will be cast.

RIGHT → enter initial

15. This section is to be completed only if there is going to be a vote on the removal of the director from the board.

LEFT → check the "Section 4" box and list the director(s). Select whether you will be voting in favour of removal or against removal. If you leave that section blank proxy can decide how vote will be cast.

RIGHT → enter initial beside all votes cast

16. This section is to be completed only if a director was removed from the board as it will be necessary to elect a new director. This section is to instruct proxy as to who you wish for them to vote for.

LEFT → list all directors you wish to vote for in order of priority. If you leave this section blank proxy can decide who to vote for.

RIGHT → enter initial beside each candidate

17. Leave these boxes blank

18. This section is to be completed only if there is going to be a vote by owners of owner occupied units on the removal of the director from the board as it will be necessary to elect a new director. This will instruct your proxy as to who you wish for them to vote for.

LEFT → list all directors you wish to vote for in order of priority. If you leave this section blank proxy can decide who to vote for.

RIGHT → enter initial beside each candidate