

How to Complete a Proxy Form



Print Blank Form in Full
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):

Wellington Condominium Corporation No. XX

Select which applies to you

I am (we are)

- the registered owner(s)
- authorized to act on behalf of the registered owner(s)
- the mortgagee(s)
- authorized to act on behalf of the mortgagee(s)

Name of proxy giver (the person entitled to vote at the meeting, for example, the registered owner or mortgagee):

Print your name here

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.

Proxy giver's unit number and municipal address or other description of the unit:

Your unit number here

Note: if your corporation is a common elements condominium corporation, please identify the relevant parcel of land in the above space.

Print the date the form is completed here

Dated this _____ day of _____, _____ at _____ am _____ pm
day of month month year time of day

Sign your name here

Signature

Enter date of meeting

Name of Board Member or other Owner attending meeting who is appointed proxy holder

Proxy Identification Number (optional):

Proxy Identification Number (optional):

I (we) appoint the proxy named in row A below, 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 _____ and adjournment of the meeting:

Date (yyyy/mm/dd)

Your signature or initials here

Name of Proxy

Signature or initials

A.

B.

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure. Instruction for person filling out this form: 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 not be filled out.

Signature or initials

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: If this box is checked, then the rest of the form should not be filled out.

Signature or initials

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. Instruction for person filling out this form: 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

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

Add Item (+)

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.

Your signature or initials beside the chosen box

Section 2. Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:

Choose the option for the authority you wish to give your proxy holder (please make only 1 selection)

Proxy Identification Number (optional):
WLCC72-AGM-Nov.16/2020

Proxy Identification Number
(optional):

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
Proposed By-Law #5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Section 4. Voting for removal of directors and election of substitutes:

Select whether you are in favour of
the proposed Virtual By-Law or not

Your signature or
initials here