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|  | | | | **Ministry of Government and Consumer Services** | |  | | | **Proxy Form** | |
| This is a prescribed form, and accordingly it may not be substantively changed.  You can delete portions of the form that are not relevant or don’t apply in a particular case.  You can also add words or clarifications, as reasonably required. But you must retain the substance and general format of the form. | | | | | | | | | | **Instructions**  This 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. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form. |
| To: ***Insert condominium corporation’s name in this box:***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONDOMINIUM CORPORATION No. \_\_\_\_** | | | | | | | | | | ***Insert your name in this box:*** |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **NAME OF PROXY GIVER *-*** i.e. the person entitled to vote at the meeting, for example, the registered owner or mortgagee |
| I am (we are) ***[Select the box below that describes you]:***  **☐ 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)** | | | | | | | | | | **Instruction for person filling out the form:** In the case of a corporation, affix the corporate seal or attach a statement that the person(s) 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. |
| ***Insert Unit’s address and unit number in this box:***  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Unit \_\_\_\_\_\_\_, Level \_\_\_\_\_\_\_\_** | | | | | | | | | | If your corporation is a common elements condominium corporation, insert the address of the relevant parcel of tied land (and of course no unit number) |
| **Dated this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.**  **Day Month**  **at \_\_\_\_\_\_\_\_\_  a.m.  p.m.**  **Time of Day** | | | | | | | | | | ***Proxy Giver’s Signature:*** |
| ***X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| Date of Meeting:  the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018  **I (we) appoint the proxy named in row A below, or, 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 the date noted above, and at any adjournment of the meeting.** | | | | | | | | | |  |
| ***Name of Person appointed as Proxy:*** | | | | | | | | | | ***Signature or initials of Proxy Giver:*** |
| A. | | | | | | | | | |  |
| B. | | | | | | | | | |  |
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| **I (we) revoke all proxies previously given.** | | | | | | | | | |  |
| ***Select one of the three boxes below. Also initial or sign to the right of your selection.*** | | | | | | | | | |  |
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| **Proxy not authorized to vote – but Proxy’s attendance counts towards Quorum**  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.  **Proxy Authorized Only to Attend Meeting and Vote on Procedural Matters**  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. | | | | | | | | | | **Signature or initials of Proxy Giver** |
| **Signature or initials of Proxy Giver** |
| **Proxy Authorized to Vote on All Matters – Proxy has discretion (as to how to vote) unless specific voting instructions are provided below**  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 my 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 of Proxy Giver** |
| **SPECIFIC VOTING INSTRUCTIONS [Use the following sections if you wish to give specific voting instructions to your appointed proxy.]** | | | | | | | | | | |
| 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 of Proxy Giver** |
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| 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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| 1. **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 *Condominium Act, 1998.* | | | | | | | | | |  |
| **Order of vote**  **(enter 1,2,3, etc.)** | | | **Candidates for the Position(s) on the Board** | | | | | | | **Signature or initials of Proxy Giver** |
|  | | | 1. | | | | | | |  |
|  | | | 2. | | | | | | |  |
|  | | | 3. | | | | | | |  |
|  | | | 4. | | | | | | |  |
|  | | | 5. | | | | | | |  |
| **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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| 1. **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 of Proxy Giver** |
|  | | | | | | | | Yes  No | |  |
|  | | | | | | | | Yes  No | |  |
|  | | | | | | | | Yes  No | |  |
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| 1. **Voting for removal of directors and election of substitutes:**   **PART 1 - Removal**  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 of Proxy Giver** |
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| **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 *Condominium* *Act, 1998* 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 *Condominium* *Act, 1998*. 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 *Condominium* *Act, 1998*, then only those owners may vote with respect to the removal of that director. | | | | | | | | | | |
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| **PART 2 – Voting for Candidates for which all owners may vote**  If a vote for the removal of one or more 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. Any candidates named below are or may be candidates for those positions on the board of directors for which all owners may vote at the meeting. | | | | | | | | | |  |
| **Order of vote**  **(enter 1,2,3, etc.)** | | | **Candidates for the Position(s) on the Board** | | | | | | | **Signature or initials of Proxy Giver** |
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| **PART 3 – Voting for Candidates for which only owners of owner- occupied units may vote**  If a vote for the removal of a director in any position on the board of directors for which only owners of owner-occupied units may vote under subsection 51 (6) of the Condominium Act, 1998 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 for that position on the board of directors. | | | | | | | | | |  |
| **Order of vote**  **(enter 1,2,3, etc.)** | | **Candidates for the Position on the Board** | | | | | | | | **Signature or initials of Proxy Giver** |
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| **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 available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority. Note that if a director’s position on the board is a position for which only owner-occupied units may vote for under s. 51 (6) of the *Condominium Act, 1998*, then only those owners may vote with respect to the election of a substitute. | | | | | | | | | | |