

Proxy Forms Explained

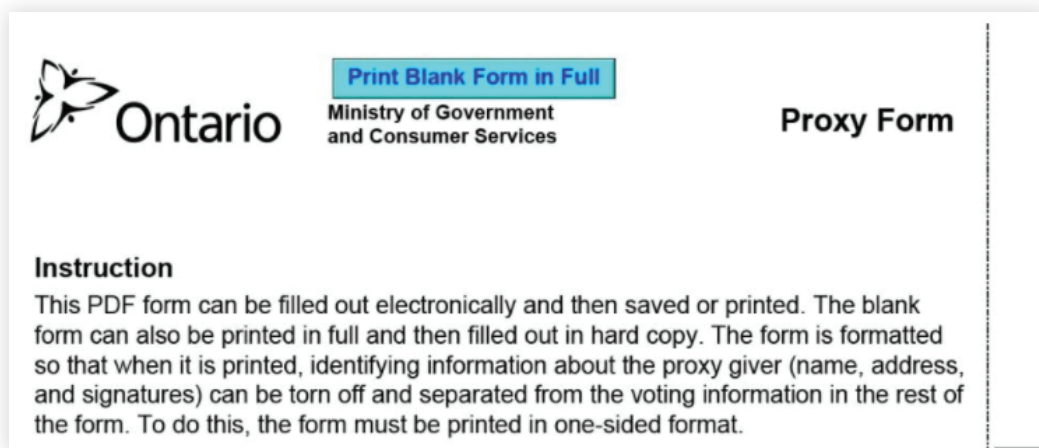
Proxy Forms Explained

One thing we have learned at GPM, is that many of the Owners living in the communities that we manage, find the prescribed proxy form to be a tad confusing to use. In this article we intend to breakdown what proxy forms are, when to use them, and how to navigate the proxy form. CAO: [Proxy voting](#) & [Condo Forms](#)

What is a [proxy](#)?

A [proxy](#) form will be found in your Notice of Meeting (AGM or other Owner Meetings package), and this form can be used to represent you if you cannot attend the Owner's Meeting. Often you will give your completed proxy form to another person, who you trust, and they will be your proxy representing you at the meeting.

You can appoint almost anyone to be your proxy, and they do not have to be an Owner in the Condominium Corp. There is one person who you should not appoint, and that is your Condominium Manager. It's important for the Manager to remain neutral in these types of proceedings. Also, it would be best practice to avoid appointing any other member of the Corporation staff.



When should an Owner use a [Proxy Form](#):

There is a 25% quorum requirement in order for a Condo Corporation to hold an Owner's Meeting. Quorum is the minimum number of Owners that by law must be in attendance for the meeting to conduct the business of the Corporation. For example, if your Condo had 300 units, the meeting would require at least 75 Owners represented in person or by proxy. The quorum requirement drops to 15% on the third attempt to hold the meeting.

Calling Owners Meetings is expensive for your Corporation, but this is not the only reason why Owners should utilize their proxies. As an Owner, you have a stake in the entire Condominium Corporation; not just your specific unit(s). Your voice does matter, and it should be represented at the meeting. Using your proxy can make sure your vote/decisions/etc. are counted, even if you cannot attend.



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Let's breakdown filling out the [form](#) (you can fill these forms out electronically or by hand).

Page 1 (top of page)

At the top of the first page make sure the following are filled out:

- Corporation name
- Check off if you are a registered owner, authorized agent, mortgagee, etc.
- Name of the proxy giver (your name)
- Unit # and address

Example:

To (condominium corporation's name): Peel Standard Condominium Corporation 0000	
I am (we are) <input checked="" 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)	Name of proxy giver (the person entitled to vote at the meeting, for example, the registered owner or mortgagee): Mary Purple
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: Unit: 123 123 Fiction Road Mississauga, Ontario L6L 6L6

At the Bottom of Page One:

Dated this 1 day of June, 2021, at 2:00 am <input checked="" type="checkbox"/> pm <small>day of month month year time of day</small>	Signature
<small>© Queen's Printer for Ontario, 2018 Disponible en français Page 1 of 3</small>	



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VERY IMPORTANT: At the bottom of page one is the date/time for when you filled out the proxy. This is an important section. If there are duplicate proxies received for your unit, the one with the date/time closest to the meeting date/time will be used. Also important, down the right hand side of your form you will be asked to sign or initial in several spots. Take care not to miss any signatures/initials on the proxy form or your proxy may not be deemed valid.

Page 2 (top of page)

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 <u>2021/06/16</u> and at any adjournment of the meeting: Date (yyyy/mm/dd)		
Name of Proxy	Signature or initials	
A. <u>Alexi Green</u>		
B. <u>Sylvia Orange</u>		
I (we) revoke all proxies previously given.		

Please ...
SIGN HERE

At the top of page two make sure to fill out the following to appoint your proxy holder:

- Date of the meeting (sometimes this may have already been filled in)
- Name of Proxy holder(s) – you do not have to list two people
- Signature/Initials on the right-hand side to validate your choice(s)

Page 2 – Middle Section of page – read carefully, and make check only one box that best matches what you want your proxy holder to be able to do while representing you:

Please check only one of the three boxes below: <input type="checkbox"/> 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 <u>not</u> be filled out.	Signature or initials	<div data-bbox="1263 1514 1520 1665" style="position: absolute; top: 721px; left: 778px; border: 1px solid gray; padding: 5px;"> <p style="text-align: center; color: white; background-color: red; padding: 2px;">Please ... SIGN HERE</p> </div>
<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: If this box is checked, then the rest of the form should <u>not</u> be filled out.	Signature or initials	
<input checked="" type="checkbox"/> 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	

Reminder!

After you select one, place your signature or initials in the box immediately to the right of your selection.



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Page 2 – Bottom of page – voting for candidates. If there will be a Board election as part of the Owner’s Meeting, the candidates will be listed in your notice of meeting. Most often you will find candidate disclosure forms and usually a bio is provided by the candidates. Review carefully, especially if you have never met the candidates before. You will make your selection(s) at the bottom of page 2, and always sign on the right hand side to validate your selection(s).

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
1	Kelly Blue	
2	Ravi Red	
3.	Alyaa Pink	

[Add item \(+\)](#)

Please...
SIGN HERE

Page 3.

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.

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

Section 3. Voting for specific matters:

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

Important things to know about page three:

- Carefully review the instructions at the top.
- If the election will have an Owner-Occupied vote, this will be found here.
- If the Board is proposing changes to the Declaration, By-laws, or other specific matters, the voting for these matters will be found on this page. Details of these types of votes will be found in the notice of the meeting package.
- If there is a vote to remove directions/election of substitutes this will also be found on this page.





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Some last key points about proxies...

It is best practice that proxies generally be filled in by the person giving the proxy. Sometimes some fields may already have been filled in by a candidate who is canvassing for votes, but please review fully before signing/initialing.

A unit may have more than one Owner, but only one proxy can be submitted per unit.

Owners have the right to abstain from voting, and can submit a proxy to count toward quorum only.

Owners may leave their filled-out proxies with their Manager prior to the meeting, but they should never ask their Manager for guidance as to who to vote for.

Most Corporations do allow candidates to canvas/solicit for proxies. So, if it is election time for the Corporation, don't be surprised to hear a knock at the door. This can be a good way to get a feel for a candidate.



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