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## Proxy Instructions

### PAPER PROXY OR FILLABLE DIGITAL PROXY:

\*\* Disregard the Proxy Identification Number on all pages

1. Starting at the top of Page 1: In the section headed 'To' fill out your condominium corporation information, if not already filled out (i.e. Wellington Standard Condominium Corporation No. 123, or WSCC 123). Have a look at any condominium correspondence to find this information.
2. Below, check appropriate box (owner, mortgagee, etc.)
3. On the right hand side, fill out YOUR name(s), unit information and signature, and date the bottom of the page.
4. At the top of Page 2: indicate the date of the relevant owner's meeting.
5. Fill out the name of your proxy holder in the section headed 'Name of Proxy' (the person who will be bringing your proxy to the meeting on your behalf) and a secondary proxy if you wish. Your proxy holder should be someone who you have confirmed is attending the meeting; typically a member of the Board or other member of the community (NOT yourself, NOT a co-owner of your unit and NOT the property manager).
6. Next, please check one of the following 3 boxes:
  - a) The FIRST box if you wish to count your proxy towards quorum (attendance) only and NO voting matters.
  - b) The SECOND box if you wish to count your proxy towards quorum and any other ROUTINE matter (i.e. motion to adjourn the meeting).
  - c) The THIRD box if you wish to count your proxy towards quorum and ANY other matter (i.e. election of directors, bylaw vote, etc.).
7. If you have checked the FIRST or SECOND box, *there is no need to complete the rest of the form*. If you have checked the THIRD box, please check off and complete Sections 1-4 as applicable. You will need to reference the Notice of Meeting Package for information related to the board of directors as well as any specific matters. Alternately, you *may* leave Sections 1-4 blank as your appointed proxy may vote on all matters on your behalf.
8. Ensure that you have signed/initialed ALL appropriate spaces along the right hand side of pages 2 and 3, either electronically or manually.
9. Submit to your proxy holder (in the event of an in-person meeting) or to your condominium manager (virtual meeting).

## ONLINE PROXY VIA SHIFTSUITE:

1. You will have received an email from Shiftsuite. Click 'Complete my online proxy now' in the email.
2. Review the meeting information and click Start at the bottom of the page.
3. Enter your unit information and hit Save and Continue.
4. Select your proxy holder from either the dropdown list or options provided. You may also click 'I'd like to appoint someone else' if your proxy holder will be someone other than a unit owner. Click Next. Your proxy holder should be someone who you have confirmed is attending the meeting; typically a member of the Board or other member of your community (NOT yourself and NOT the property manager).
5. Next, select the capacity in which you wish to appoint your proxy. See #6 above for further details. Click Next.
6. Follow the remaining instructions to cast votes related to the Board of Directors, as well as any other specific matters.
7. Ensure that you review your completed proxy once finished before clicking 'Submit my proxy'.

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For an overview on proxy forms, including detailed instructions and sample forms, visit the Condominium Authority of Ontario website: <https://www.condoauthorityontario.ca/resources/proxy-overview-and-sample-forms/>

NOTE that voting is by UNIT, not by individual. If there is more than one owner of your unit and at least one owner plans to attend the meeting, there is no need for any other owner of your unit to submit a proxy since the unit will be represented in person.

