

Box A: Elector Making Appointment

Municipality

City of Ottawa

For office use (initial after voters' list has been checked)

Ward name or no. (if any)

Voting subdivision number (if known)

Elector Making Appointment

Last Name or Single Name

Given Name(s)

Full address within this municipality

Suite/Unit No.

Street No.

Street Name

Municipality

Ottawa

Province

Ontario

Postal Code

Box B: Elector Appointed

Municipality

City of Ottawa

For office use (initial after voters' list has been checked)

Ward name or no. (if any)

Voting subdivision number (if known)

Elector Appointed

Last Name or Single Name

Given Name(s)

Full address within this municipality

Suite/Unit No.

Street No.

Street Name

Municipality

Ottawa

Province

Ontario

Postal Code

Relationship of Elector Appointed to Elector Making the Appointment (check one only)

☐ Related (parent, grandparent, child, grandchild, sibling or spouse)

☐ Not related

Box C: Statement of Elector Making Appointment

I, the undersigned, a qualified elector in the above municipality, do hereby appoint \_\_\_\_\_

(person named in Box B), to vote on my behalf and, if related, do attest to their relationship to me.

Signature of the Elector Making Appointment

Date (yyyy/mm/dd)

Note: It is unlawful to sign this proxy form until Box B is completed.

The name of the elector appointed **must** be filled in at the time the elector making the appointment signs the statement.

Box D: Declaration By Elector Appointed (to be completed in the presence of the clerk or designate at the clerk's office or other designated location)

I, the undersigned, a qualified elector in the above municipality, affirm that I have been appointed to vote in good faith and have been instructed to do so on behalf of the elector who made the appointment and, that I have not been previously appointed to vote on behalf of any other non-related person.

Declared before Clerk or Commissioner

in the City of Ottawa

on (yyyy/mm/dd) \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Clerk or Commissioner, etc.

\_\_\_\_\_  
Signature of Elector Appointed

Box E: Certification by Clerk

I hereby certify that the elector making the appointment is qualified to vote in this municipality and that the elector appointed is a qualified elector in this municipality and is authorized to vote on behalf of the elector making the appointment.

Signature of Clerk or Designate

Date of Certification (yyyy/mm/dd)

Note: Clerk may require proof of identity of elector appointed before certifying proxy. This form is a public record and the copy on file with the clerk may be inspected by any person.

Box F: Oral Oath

I swear or solemnly affirm:

that I am the elector appointed; and

that I am voting in good faith on behalf of the elector who made the appointment; and

I have not been previously appointed to vote on behalf of any other non-related person.

Instructions

- Prepare the completed form in duplicate.
- Who may use this form

Any qualified elector may use this form to appoint another person who is a qualified elector in the same municipality to vote on their behalf. The appointment of the voting proxy can only be made after the final opportunity for withdrawal of nominations and after all nominations have been certified.

Under Section 44 of the *Municipal Elections Act, 1996*, an elector may act on behalf of one other qualified elector who is not a relative or on behalf of one or more qualified electors who are relatives. In the case where an elector is acting on behalf of a number of qualified electors who are relatives, separate proxy forms are required. A relative means the parent, grandparent, child, grandchild, sibling or spouse of the elector appointed.

Even if an elector is eligible to vote in more than one municipality the elector can only vote as a proxy for one non- relative.

This form is a public record and the copy on file with the clerk may be inspected by any person.

- This form should be completed in the following manner:

**STEP 1:** Complete Boxes A, B and C

Boxes A, B and C require the elector making the appointment to identify themselves and the individual being appointed to vote on the elector’s behalf and to attest to their relationship.

The name of the elector appointed must be filled in at the time the elector making the appointment signs the statement. It is unlawful to sign this proxy form unless Box B is completed.

**STEP 2:** Present duplicate copies to the clerk or designate

The elector appointed must present both copies of this form in person to the clerk at the clerk’s office, (or other location designated by the clerk) during normal office hours, or during the hours of noon to 5 p.m. on any day of an advance vote.

The clerk may require proof of identity of the elector appointed (including citizenship), before certifying the proxy.

**STEP 3:** Take original form to voting place

After certification, the clerk will return the original copy of the form to the elector appointed to be taken to the voting place to receive the proxy ballot.

**STEP 4:** Oral Oath

Once at the voting place you will be required to take an oral oath attesting that you are in fact the appointed elector. Once complete you will vote on behalf of the elector whom you were appointed by.