

INSTRUCTIONS FOR COMPLETING THE APPOINTMENT OF VOTING PROXY

Municipal Elections Act, 1996 s. 44

Reason for Appointing a Voting Proxy

If, for any reason, you will be unable to cast your ballot personally, you may appoint someone to cast a ballot on your behalf. This person is called your voting proxy. You, as the elector making the appointment, and your voting proxy appointed to act on your behalf must be eligible to vote in the Town of Caledon.

A person may not appoint more than one voting proxy. Additionally, a person may not act as a voting proxy for more than one other person. An exception is made under the *Municipal Elections Act, 1996* permitting a voting proxy to be appointed as the proxy of one or more family members (parent, grandparent, child, grandchild, sibling, or spouse).

Complete the Appointment for Voting Proxy Form

The elector is required to fill out **two** copies of the Appointment for Voting Proxy form - Form 3 and give the original copies to the person that they are appointing as their voting proxy. The elector must know the person they are appointing and be able to fill in their information.

Box A: Elector Making Appointment (Elector's Information)

Box B: Elector Appointed (Voting Proxy Information)

Box C: Statement of Elector Making Appointment (Elector's Signature and Date)

Booking an Appointment

The person to be appointed as the voting proxy must book an appointment with the Clerk to certify the original completed forms.

To book an appointment, send an email to elections@caledon.ca, call 905.584.2272 ext. 3528, or use the [online appointment booking tool](#). Once the appointment is booked, the voting proxy will receive a confirmation email with details regarding the certification process.

What to Bring to the Appointment

The person to be appointed as the voting proxy must present:

1. Two copies of the [Appointment of Voting Proxy – Form 3](#) (The elector must already complete Boxes A, B, and C on the forms),
2. a copy of acceptable identification of the elector, and
3. an original piece of acceptable identification of themselves.

The preferred form of identification is a valid Ontario driver's licence or valid Ontario photo card. If you wish to use a valid health card (photo card only, red and white cards will not be accepted) or valid passport, we will require a second form of identification that shows your qualifying address, such as a utility bill, property tax assessment, etc.

Box D: Declaration of Elector Appointed (Voting Proxy) is to be left blank. This section of the form **must** be signed in the presence of the Clerk.

Box E: Certification by Clerk will be completed by the Clerk during the appointment in the presence of the voting proxy.

Recording the Appointment for Voting Proxy Form

After completing Box D in front of the Clerk on both copies, the Clerk will complete Box E on both copies of the Appointment for Voting Proxy – Form 3.

The Clerk will retain **one** of the two completed copies of the Appointment of Voting Proxy – Form 3. The other copy will be returned to the Voting Proxy.

The Clerk will record the issued appointment for voting proxy on the Record of Certified Proxy form. The name and address of the absent eligible elector will be recorded on the form, along with the name and address of the appointed voting proxy. The Clerk will indicate on the form if the voting proxy is a relative.

The retained Appointment for Voting Proxy – Form 3 is a public record, and any person may inspect the copy on file with the Clerk.

What to Bring to the Voting Place

The voting proxy will take the certified Appointment for Voting Proxy – Form 3 to the voting place and present it, along with identification, to the Deputy Returning Officer (DRO) to receive a ballot.

The preferred form of identification is a valid Ontario driver's licence or valid Ontario photo card. If you wish to use a valid health card (photo card only, red and white cards will not be accepted) or valid passport, we will require a second form of identification that shows your qualifying address, such as a utility bill, property tax assessment, etc.

Oral Oath

At the voting location, the voting proxy will take an oral oath attesting that they are in fact the appointed elector and will vote as the absent elector has directed them. The voting proxy will be issued a ballot. The voting proxy will proceed to mark the ballot for the absent elector and have the vote tabulated.

Voting for the Voting Proxy and Voting in Own Right

Once the voting proxy has cast the vote for the absent elector, they may return to a Deputy Returning Officer (DRO) to be crossed off the Voters List and issued a ballot for their individual vote.

Contact Information

Any question concerning the completion of an Appointment for Voting Proxy - Form 3 can be addressed by emailing elections@caledon.ca or by calling 905.584.2272 ext. 3528.

Acceptable Identification

One piece of ID that provides a Name and Caledon Address:

1. An Ontario driver's licence
2. An Ontario Photo Card
3. An Ontario Health Card (photo card only, red and white cards will not be accepted)
4. An Ontario motor vehicle permit (vehicle portion)
5. A cancelled personalized cheque
6. A mortgage statement, lease or rental agreement relating to property in Ontario
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada)
12. An income tax assessment notice
13. A Child Tax Benefit Statement
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works
19. A Statement of Direct Deposit for Ontario Disability Support Program
20. A Workplace Safety and Insurance Board Statement of Benefits T5007
21. A property tax assessment
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
24. A hospital card or record
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
28. A cheque stub, T4 statement or pay receipt issued by an employer
29. A transcript or report card from a post-secondary school