

January 25, 2016

By-Election Ward 1

Proxy Voting Procedure

A person who is not able to attend the voting location on Election Day or the Advance Votes to cast their ballot may appoint another person as a voting proxy to vote on their behalf. The following rules apply:

- The person appointing another person to vote on their behalf must be an eligible elector in Ward 1 in the City of Pickering.
- The person acting as a proxy must also be an eligible elector in the City of Pickering but does not have to reside in Ward 1.
- No person shall appoint more than one voting proxy and no person can act as a proxy for more than one person unless the relationship between the proxy and the person for whom they are voting are their spouse, same-sex partner, child, parent, grandparent, grandchild or a sibling . Separate proxy forms are required for each elector.
- To appoint your voting proxy, you must complete the prescribed form (available from the Clerk's Office) **beginning on Monday, December 14th**, including the name of the person you are appointing, and have your signature witnessed
- The person appointed as the proxy must attend the Clerk's Office, Civic Complex, with the completed proxy form, the identification of the person appointing a proxy and identification for the person appointed as the proxy. Proxy forms will be received during normal business hours, 8:30 am to 4:30 pm, Monday to Friday, and from 9:00 am to 6:00 pm on Saturday, January 9, 2016 (Advance Voting Day). The City Clerk will examine the proxy and all identification provided and certify the proxy.
- The completed proxy form is a public record and the copy on file with the Clerk may be inspected by any person.
- The person acting as a proxy must attend one of the designated voting locations designated for the elector for whom they are voting or attend any Advance Voting Days. The appointed elector must have the original proxy form that has been certified by the Clerk.
- The person appointed as a voting proxy is still entitled to vote in his/her own right if they have a qualifying address in Ward 1.

The Deputy Returning Officer receives the completed proxy form, which must be certified by the Clerk or designate, requires the appointed elector to take an oral oath attesting that they are the appointed elector, gives the ballot to the appointed voting proxy, marks proxy vote beside the voters name and proceeds with the normal voting procedures. The "Appointment of Voting Proxy" form is placed in the envelope provided.