



<b>Policy Title:</b>	<b>Municipal Election Proxy Procedures Policy</b>
<b>Policy Number:</b>	096
<b>Department:</b>	CAO
<b>Division:</b>	Legal and Legislative Services
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### 1.0 Objective

To establish, over and above the legislative requirements of Section 44 of the *Municipal Elections Act, S.O. 1996, c. 32* (hereafter, the “**Act**”), enhanced Town of Essex procedures for issuing and certifying voting proxy applications in a municipal election or by-election. The objective is also to ensure that the election services provided by the Town of Essex respond to and meet the needs of the community.

### 2.0 Application and Purpose

This Policy is to create a framework of responsibilities and will apply where applicable to all election officials, members of the public, candidates, registered third party advertisers and electors during Town of Essex municipal elections or by-elections conducted by the Clerk.

#### Legislative Reference and Authority

Proxy voting is the procedure by which an elector qualified to vote may appoint another person who is an elector qualified to vote in the same municipality to vote on their behalf in a municipal election. The rules and qualifications surrounding “Proxy Voting” are set out in Section 44 of the Act.

For reference purposes this section has been excerpted from the Act and is set out in instructions to complete an application for proxy is included as Schedule A of this Policy. The current prescribed form to legally appoint someone to be their voting proxy is Form 3: Appointment for Voting Proxy (hereinafter “**Proxy Application Form**”), which is a form mandated by the Province (Ministry of Municipal Affairs). For reference purposes, a current copy of this Form 3 is attached as Schedule B to this Policy.

Section 44 of the Act and Proxy Application Form set out the minimum requirements for the appointment of a voting proxy.

This Policy prescribes additional voting proxy requirements that will apply to a Town of Essex Municipal Election or By-Election. The authority for the ability to prescribe additional requirements is set out in Section 12 of the Act as follows:

### **Powers of Clerk**

12 (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- is not otherwise provided for in an Act or regulation; and
- in the clerk's opinion, is necessary or desirable for conducting the election. 1996, c. 32, Sched., s. 12 (1).

### **3.0 Definitions**

**Clerk** - means the Clerk of the Municipality as defined under the *Municipal Act 2001* and may include their designates thereof, who is responsible for conducting municipal elections under authority of the Act.

**Election Official** - means the Clerk or other person(s) appointed by the Clerk to carry out election duties under the authority of the Act.

**Elector qualified to vote** - means a person who, on the day of the election, is 18 years of age or older, a Canadian citizen; and either a resident of the municipality or a property owner or tenant or the spouse or same-sex partner of an owner or tenant in the municipality during a specified time just before the election.

**Relative** - means the parent, grandparent, child, grandchild, sibling or spouse of the elector appointed.

**Voters List** - means the Preliminary List of Electors eligible to vote, as corrected by the Clerk under the provisions of Section 22 of the Act.

**Voting Day** - means the final day on which the final vote is to be in an election, such date being established by the Act and its regulations.

**Voting Place** - means the locations designated by the Clerk to accommodate voting by electors qualified to vote during the election period.

**Proof of Identification** - means proof of identification and residence as prescribed in O. Reg. 304/13 of the Act.



**Essex Municipal Building/Clerks Office** – means the Town of Essex Town Hall location at 33 Talbot Street South, Essex Ontario, N8M 1A8

#### 4.0 General

Any elector qualified to vote in the Town of Essex may appoint another elector qualified to vote as their voting proxy.

The appointment of a voting proxy can only be made after the later of the final date for withdrawal of candidate nominations and the date all candidate nominations have been certified by the Town Clerk, such dates being set by the Act and its regulations (the **"Appointment Commencement Date"**).

An elector may act as a proxy for:

- one other elector qualified to vote who is not a relative; or
- one or more electors qualified to vote who are relatives, using separate Proxy Application Forms for each. Relatives are currently defined under the Act to mean the parent, grandparent, child, grandchild, sibling or spouse of the elector appointed.

Only an elector qualified to vote who wishes to appoint a voting proxy may request and obtain a Proxy Application Form that is to be marked as being issued from the Town of Essex Clerk's Office or from such other designated election officials appointed by the Clerk (hereinafter collectively the **"Clerk's Office"**).

Only Proxy Application Forms marked and issued by the Clerk's Office will be eligible for certification by the Clerk. Any Proxy Applications forms submitted for certification that have not been requested through the Clerk's Office and not marked as issued by the Clerk's Office will not be accepted for certification.

Candidates will be instructed to refer any Proxy Application Form requests to the Clerk's Office. Proxy Application Forms marked and issued by the Clerk's Office will not be provided to candidates, although candidates may request a proxy or act as a proxy in their own right.

On the dates of any Advance Voting Proxy Application Forms can only be presented for certification at the Clerk's Office which will be open for such purposes between the hours of 12 p.m. to 5 p.m. Proxy Application Forms that are presented for certification at the Voting Place location will not be accepted. Only certified Proxy Application Form forms will be received by election officials at the Voting Place location(s).

Copies of the Proxy Application Forms are public documents, which may be inspected by any person upon request to the Clerk's Office.

## **5.0 Issuing a Proxy Application**

An elector who wishes to appoint a voting proxy may upon or after the Appointment Commencement Date:

- Contact the Clerk's office to request a Proxy Application Form 3 to be marked and issued by the Clerk's Office and mailed/emailed; or
- Request a Proxy Application Form be marked and issued in person at the Clerk's Office or at such other location that may be designated by the Clerk's Office (other than the Voting Place location) during the following times:
  - 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays up to but not including Voting Day, or
  - 12:00 p.m. to 5:00 p.m. on the day of an Advance Vote.

Prior to issuing a Form 3 Proxy application, the Clerk or designated election official shall:

- Check the Voters List to determine whether the elector making the appointment is on the list. If the voter is not on this list, an amendment application to be added to the Voters List must first be made and completed;
- Complete Box A on the Form 3;
- Assign, record and mark a Town of Essex serial number for the proxy application. This serial number will be entered into Town of Essex Register of Proxy Appointments and our voting data system;
- Give, mail or email to the elector the marked and issued proxy application and any applicable forms. For mailing, the date of the application will allow the Clerk's Office to determine if the Proxy Application form will arrive in time for Voting Day.

Please note that for any Proxy Application Form applications, the Clerk's Office reserves the sole discretion and right to request any such further information as it may reasonably require in order to confirm the Proxy Application Form request by the elector making appointment.

## **6.0 Completing a Proxy Application**

The elector making the appointment shall then complete in full Box B and Box C of the marked and issued Form 3 Proxy Application Form. The electors must identify themselves, identify the appointed voting proxy and attest to their relationship, if any.

The name of the voting proxy to be appointed must be completed at the time the elector making the appointment signs the statement in Box C of the Proxy Application Form. It is unlawful to sign a Proxy Application Form without first completing Box B to indicate the Elector to be appointed as the voting proxy.

The elector making the appointment shall then provide the completed Proxy Application Form and an original or photocopy of Proof of Identification to the appointed voting proxy who shall bring the same in person to the Clerk's Office for Certification.

## **7.0 Certifying a Proxy Application**

The elector who has been appointed as voting proxy shall then present the completed Proxy Application Form, an original or photocopy of the identification of the elector who appointed them and an original of their own identification, in person, to the Clerk's Office or at a location that may be designated by the Clerk's Office (other than a Voting Place) and appear before the Clerk or designated election official for certification during the following times:

- 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays up to but not including Voting Day, or
- 12 p.m. to 5:00 p.m. on any day of an Advance Vote.

Under no circumstances can a Form 3 Proxy Application Form be presented for certification at the Voting Place.

The Clerk or designated election official then shall:

- Check the identification of both the elector making the appointment and the voting proxy to verify their names and qualifying addresses and that the identification matches the names and addresses on the proxy application;
- Check the voters' list to verify that both the elector making the appointment and the voting proxy are on the list;
- Complete the ward and voting subdivision numbers for both the elector making the appointment and the voting proxy, where required on the Proxy Form Application;
- Have the appointed voting proxy read and sign the declaration on the Proxy Application Form;
- Date and sign the declaration and stamp it with Commissioner stamp if applicable and/or apply a Town of Essex stamp/seal; and
- Give the voting proxy the certified Proxy Application Form and instruct them to take the form to the Voting Place of the elector making the appointment;

Please note that for any Proxy Application Form certifications, the Clerk's Office reserves the sole discretion and right to request any such further information as it may reasonably require in order to confirm the Proxy Application Form Certification.

## **8.0 Process at the Voting Place**

- The voting proxy will take the certified Proxy Application Form to the voting place of the elector making the appointment.
- The designated election official shall ask the voting proxy to present the certified Proxy Application Form, along with acceptable identification. The voting proxy is not

required to present the identification of the elector making the appointment.

- To be valid, the certified Proxy Application Form must be completed, signed by the designated Election Official and have the Commissioner stamp and Town of Essex seal.
- The designated Election Official shall verify that the voting proxy's identification matches the information on the certified Proxy Application Form and the Voters List. If the voting proxy's identification matches, they will be asked to read the oral oath on the Proxy Application Form affirming they are the appointed voting proxy, they have been instructed by the elector to vote on their behalf and they are doing so in good faith. They will then be given a ballot and can proceed to vote.
- If the voting proxy's identification does not match, the appointed voting proxy does not present acceptable identification or the proxy is not registered on the Voters List, they will not be issued a ballot.
- If the voting proxy is an eligible elector entitled to vote in their own right at the same voting place as the elector making the appointment, the designated Election Official will instruct the elector as the voting proxy to firstly vote in their own right.

#### **9.0 References and Related Documents**

- *Municipal Elections Act, 1996*
- Policy Template



## **Instructions for Appointment for Voting Proxy – Form 3**

Municipal Elections Act, 1996 (section 44)

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.

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 several 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 Town of Essex Clerk's Office may be inspected by any person.

### **Steps to Complete Form 3**

**STEP 1:** Complete Boxes A, B and C on the issued Form 3. The name of the elector being 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:** The elector appointed must then return in person and present the issued Form 3 for certification (with completed Boxes A, B and C only) together with proof of identity of the elector/person who appointed them as proxy at **the Clerk's Office at the Town of Essex (33 Talbot Street South)**:

- 1) The Elector being appointed will then complete Boxes D and E for certification in the presence of the Clerk or designate and this can only be done:
  - i. Up to Oct 23, 2026, during normal office hours Monday to Friday (8:30am to 12:30pm or 1:30pm to 4:30pm) or during the hours 12:00pm to 5:00pm of any Advance Vote days. The clerk or commissioner will require proof of identity and eligibility of the elector appointed, before certifying the proxy and completing the declaration.

**Please note there will be no certification of Proxy Forms on Election Day October 26, 2026  
All proxy forms to be used to vote on behalf of an elector must be certified prior to October 23, 2026.**

**STEP 3:** Take original form to the designated voting place after certification in order to present for receipt of the proxy ballot.

**STEP 4:** Oral Oath - Once at the voting place you will be required to take the oral oath on Form 3 attesting that you are in fact the appointed elector. Once complete the appointee will vote on behalf of the elector whom they were appointed by.

**Instructions**

Complete two copies of this form.

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**Person Appointing a Proxy**

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1. You must be eligible to vote in the municipality.
2. The person you are appointing must be eligible to vote in the municipality.
3. You must know the person who you are appointing and be able to fill in their information.

**To complete the form:**

1. Provide your information in Box A.
2. Provide the information of the person you are appointing in Box B.
3. Sign and date the form in Box C.

**Note: You must fill in the information of the person you are appointing before signing the form in Box C.**

After completing two copies of the form, give them to the person who you are appointing as your proxy.

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

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**Person Being Appointed**

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1. You must be eligible to vote in the municipality.
2. You may be appointed as the proxy of one or more family members (parent, grandparent, child, grandchild, sibling or spouse) **or** as the proxy of one person who is not a family member.

**To certify the appointment:**

Once the person appointing you has given you two copies of the completed form, take them to the municipal clerk (or a person designated by the municipal clerk).

You can present the two copies of the form at the clerk's office (or another location designated by the clerk) during normal office hours, or during the hours of 12 p.m. to 5 p.m. on any day of an advance vote.

The clerk may require you to provide proof of identity or eligibility to vote before certifying the proxy.

**You must sign the form in Box D in front of the clerk.**

After certifying the proxy (Box E), the clerk will keep one copy of the form and give the other copy back to you.

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

**To vote as a proxy:**

Take the completed and certified form to the voting place.

When you present the form, you will be required to take the oath in Box F.

After taking the oath, you can vote on behalf of the person who appointed you.

<b>Box A: Elector Making Appointment</b>	<b>For Office Use</b> (Initial after voters' list has been checked)
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Municipality

Ward Name or Number (if any)	Voting Subdivision Number (if known)
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Elector Making Appointment	
Last Name or Single Name	Given Name(s)

Full address within this municipality		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
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<b>Box B: Elector Appointed</b>	<b>For Office Use</b> (initial after voters' list has been checked)
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Municipality

Ward Name or Number (if any)	Voting Subdivision Number (if known)
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Elector Appointed	
Last Name or Single Name	Given Name(s)

Full address within this municipality		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
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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)
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**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 \_\_\_\_\_

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.

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