

Appointing a Proxy Voter

General Information and Instructions

Unable to vote at an Advance Vote on Saturday July 13 or Sunday July 14, 2024, or on Voting Day, **Monday July 15, 2024** for any reason? If so, you can still vote in the 2024 York Region District School Board Trustee (Ward 1, 2 and 4) By-election by appointing a **Proxy Voter**.

Who can be a Proxy Voter?

A Proxy Voter is a person you trust to vote on your behalf. A Proxy Voter must be eligible to vote in the 2024 School Board By-election. As of Voting Day, July 15, 2024, they must be:

- A Canadian Citizen; and
- At least 18 years old; and
- A resident of the City of Richmond Hill, who lives in Wards 1, 2 or 4; or
- A non-resident owner or tenant of residential property, or spouse of such owner or tenant of residential property, located in Richmond Hill Wards 1, 2 or 4; and
- English Public School Board supporter; and
- Not prohibited from voting under the *Municipal Elections Act*, or any law

Can a Proxy Voter vote for multiple voters?

A Proxy Voter can only vote on behalf of one other voter unless they are a relative of the voter. A relative can be a Proxy Voter for more than one immediate family member. Immediate family members include your spouse, parent, grandparent, child, grandchild and siblings.

Get on the Voters' List!

Both you and your Proxy Voter must be on the Voters' List before completing the **Application for Voting Proxy (Form 3)**. You can check to see if you are on the Voters' List by visiting Richmondhill.ca/RHVotes. You can also apply to be added to the Voters' List or to amend the Voters' List on the website or in person at the Office of the Clerk, 225 East Beaver Creek, Richmond Hill, Ontario during regular business hours (8:30 am to 4:30 pm)

Appointing a Proxy Voter

To appoint a Proxy Voter, you need to complete two (2) copies of the **Application for Voting Proxy (Form 3)**. You will need to completely fill out **Box A**, **Box B** and **Box C** on the application form. The information provided in **Box A** and **Box B** must be the same as on the Voters' List. If you are completing the form by pen, **blue ink is preferred**.

The completed application form will need to be certified by an Election Official. Until it is certified you can not use it to vote.

Important:

- Do not complete or sign **Box D** and **Box E** of the application form. These must be completed in front of the City Clerk or a Designated Election Official.
- If there are any errors on the application form it cannot be certified.

Identification

To certify an application form, the City Clerk or a Designated Election Official needs to see identification for both you and your Proxy Voter. The name and address on the identification must match the name and address on the application form and Voters' List. Your identification can be a photocopy or original. Your Proxy Voter's identification must be original (photocopies will not be accepted).

Certifying the Application

Only an application certified by the City Clerk or a Designated Election Official can be used to vote. Completed applications can be certified at the Office of the Clerk during regular business hours (8:30 am – 4:30 pm), beginning on June 3rd, 2024. Applications can also be certified at the Office of the Clerk from 12:00 pm noon to 5:00 pm on any day of an Advance Vote (July 13 and 14, 2024).

What happens after an application is certified?

Once certified, your Proxy Voter can vote on your behalf. The Proxy Voter can take Certified Proxy Form to any Voting Location on Saturday July 13 or Sunday July 14, 2024, or on Voting Day, **Monday July 15, 2024**. The Voting hours are as follows;

- Saturday July 13, 2024 - 10:00 am to 6:00 pm
- Sunday July 14, 2024 - 10:00 am to 6:00 pm
- Monday July 15, 2024 - 10:00 am to 8:00 pm

The Proxy Voter must bring identification to prove their identity and qualifying address as it appears on the Certified Proxy Form and Voters' List. The Proxy Vote can use the same identification they provided when having the form certified.

At a Voting Location, your Proxy Voter will have to provide the Certified Proxy Form and his or her original identification to the Designated Election Official. The Proxy Voter must bring their identification to prove their identity and qualifying address as it appears on the Certified Proxy Form and Voters' List. The Proxy Vote can use the same identification they provided when having the form certified.

The Designated Election Official will ask your Proxy Voter to take the oath in **Box F** on the Proxy Form and then provide them with your ballot. Your Proxy Voter is required to mark the ballot as you have instructed them to.

What happens if the certified application gets lost?

A Certified Proxy Form cannot be replaced! If the Certified Proxy Form is lost, it will be cancelled and a new application will have to be submitted. If you lose the Certified Proxy Form, please notify the City Clerk immediately.

Additional Information

For additional information please visit the Richmond Hill website Richmondhill.ca/RHVotes.