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.