

**Please read carefully before assigning your proxy vote.**

1. The following are eligible to vote at the Annual General Meeting of St. Gabriel Child Care Centres:
  - (a) Members of a family of a child(ren) admitted to the Centre, or registered with the corporation and whose fees have been paid; One vote per family.
  - (b) Persons in the community who wish to participate in the work of the guardians of a child(ren) admitted to the Centre, may jointly hold membership in the Centre; and Corporation and who are accepted by the Board.
2. St. Gabriel Child Care's By-laws provide any voting member in good standing (i.e., current with child care fees) the option to cast his or her ballot at any membership meeting either in person or by proxy
3. Proxy voting must follow these rules: a. If you wish to vote by proxy, you must use an official form (a proxy form may be a copy or facsimile of the official proxy form, **but must have an original ink signature in order to be official**). The proxy form must be dated and signed and witnessed to be valid.
- b. The designated proxy holder must be a current member of St. Gabriel Child Care Centre of Woodbridge non profit organization. It may be a current member of St Gabriel Child Care Centres Board of Directors or a current parent member of the child at the centre.
- c. When completing your proxy form, please indicate the name of the individual that you are assigning your proxy to. If you do not know a Parent member or Board Director and wish to assign your proxy to the President or other officer, please indicate this on the form.
- d. Submitting your proxy form:** • If you have named a specific individual, please give your signed proxy form to this individual. He or she must present the proxy form for certification during voting check-in. The proxy may be exercised only by the person or persons named. A witness signature is also required if proxy is being submitted by proxy member.

If you have chosen to assign your proxy to the President, or other Officer, please email your completed and signed proxy form to [info@stgabrielchildcare.com](mailto:info@stgabrielchildcare.com) or place it in a sealed envelope marked Attention: Executive Director, Proxy Enclosed. Submit this envelope to the centre Supervisor or Director no later than November 14th, 2019. Forty eight hours prior to AGM date. Your proxy will then be certified and given to the assigned proxy holder for voting.

**Remember:** If you cannot attend the annual meeting, it is your obligation and privilege to vote by proxy. If you do attend the AGM, your presence will precede your proxy vote.

**PROXY  
DECLARATION**

**Proxy Vote**

I have reviewed St. Gabriel Child Care Centre's Annual Report (available from the centre Supervisor).

I hereby appoint \_\_\_\_\_  
Insert name of Parent Member, Board President, or other Officer.

as my proxy to represent me at St. Gabriel Child Care's Annual General Meeting to be held on November 18<sup>th</sup>, 2019, and am authorizing this person fully to do all things that I could or might do if personally present.

I also authorize this person to do every act whatsoever necessary or proper to be done in or upon all matters that may lawfully come before said annual general meeting.

Further, I hereby revoke any proxy or proxies previously given by me to any person or persons.

**Date** \_\_\_\_\_

**Member's Name** \_\_\_\_\_  
(please print)

**Centre:** \_\_\_\_\_

**Member's Signature:** \_\_\_\_\_

Witness's Signature: \_\_\_\_\_

**Please provide or attach any notes/instructions to your proxy (optional)**  
Elections Ballot is attached.

Elections ballot is attached

**Certification**

This proxy and pre-voting elections ballot, if applicable, has been received and deemed certified by the Secretary of the Board of Directors, or his/her designate.

\_\_\_\_\_  
*Signature*                      *Title*                      *Date*                      *Time*

At the end of the meeting, please forward this proxy and any attachments to the Executive Director to file with the official meeting minutes.