



Scrutineer Procedures, Form and Oath

1. GENERAL

- a. A candidate may appoint scrutineers, in accordance with the Municipal Elections Act, 1996 (the "MEA"), to represent them during the processing and counting/tabulation of votes, including during a recount.
- b. Scrutineers must be appointed in writing using the Clerk's prescribed form and must present the completed form when requested by an election official.
- c. All scrutineers must comply with the MEA, the instructions on their appointment form, and any additional procedures and directions provided by the Clerk and designated election officials.
- d. Where applicable (including for a recount), scrutineers must be appointed in writing by the candidate or applicant, as permitted under the MEA.
- e. A scrutineer shall, on request, show their written appointment to the designated election official responsible for processing Return Envelopes and Inner Ballot Secrecy Envelopes and/or for supervising the counting of votes.
- f. Scrutineers may be present, where permitted, during the processing of Return Envelopes and Inner Ballot Secrecy Envelopes and during the counting/tabulation of votes at the Counting Location, subject to the MEA, space limitations, and the direction of the designated election official. The following limits apply:
 - i. Up to one (1) scrutineer for each certified candidate to observe the opening of secrecy envelopes at the Counting Location (subject to space and the direction of the designated election official);
 - ii. Up to one (1) scrutineer per certified candidate at each counting table/area, as assigned by the designated election official;

- iii. If the candidate who appointed the scrutineer is present in the Counting Location, the number of scrutineers permitted for that candidate may be reduced by one; and
- iv. Scrutineers must meet any eligibility requirements set out in the MEA and comply with all Township of Southwold procedures while present.
- g. Cell phones, cameras, or recording devices are not permitted in the Counting Location, except for designated election officials as authorized by the Clerk (and any approved accessibility/medical accommodation as directed by the designated election official).
- h. No candidate or scrutineer shall interfere with, disrupt, or attempt to influence the processing or counting of votes. Anyone who does so may be required to leave the Ballot Return Station and/or Counting Location at the direction of the designated election official.
- i. Upon request, the designated election official may provide the candidate and/or scrutineer with a printed copy of the results, signed by the designated election official, once results are available.
- j. On Voting Day, persons arriving at the Counting Location between 10:00 a.m. and 8:00 p.m. may be permitted to enter, subject to capacity and the direction of the designated election official. Re-entry is not permitted once a person leaves.
- k. No campaign material is permitted within the Ballot Return Station or the Counting Location on Voting Day.

2. RIGHTS OF SCRUTINEERS AND CANDIDATES

- a. To be present during the processing of Return Envelopes and Inner Ballot Secrecy Envelopes and during the counting/tabulation of ballots.
- b. To inspect ballot boxes, forms, and other documents relating to the vote, as permitted, provided this does not unduly delay operations and is done under the direction of the designated election official.
- c. To observe each ballot as votes are counted (without touching any ballot or election materials).

- d. To object to a Return Envelope, Inner Ballot Secrecy Envelope, a ballot, or the counting of votes on a ballot, in accordance with the MEA and the directions of the designated election official.
- e. To sign the Statement of Results (where applicable) prepared by the Deputy Returning Officer.
- f. To place a seal on the ballot box (and/or initial the seal) after the count, when the election official seals the box.
- g. A scrutineer may object to a ballot, or to the counting of some or all votes on a ballot, on the grounds that the ballot or votes do not comply with the applicable rules. The designated election official will rule on all objections in accordance with the MEA.

3. PROHIBITIONS (SCRUTINEERS AND CANDIDATES)

- a. Scrutineers and candidates are prohibited from the following, in accordance with the MEA and Township of Southwold procedures:
 - i. Attempting, directly or indirectly, to interfere with how an elector votes, or attempting to campaign or persuade an elector to vote for a particular candidate at the Ballot Return Station.
 - ii. Displaying or distributing any campaign material at the Ballot Return Station or within the Counting Location on Voting Day (including buttons, clothing, signage, literature, or any advertising materials).
 - iii. Compromising, or attempting to compromise, the secrecy of the vote.
 - iv. Interfering, or attempting to interfere, with an elector who is marking a ballot at the Ballot Return Station.
 - v. Obtaining, or attempting to obtain, at a Ballot Return Station any information about how an elector intends to vote or has voted.
 - vi. Communicating any information obtained at a Ballot Return Station about how an elector intends to vote or has voted.

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Form EL12(A) – Appointment of Scrutineer by Candidate
Municipal Elections Act, 1996 – s.16

Candidate Information

Name of Candidate (print): _____

Office Sought: _____

Scrutineer Appointment

Name of Scrutineer (print): _____

I appoint the individual noted above as a scrutineer to represent me during the Municipal Election.

Date: _____ Signature of Candidate: _____

Instructions to Scrutineer

- Scrutineers must show this form and identification to election officials and take the oath of secrecy.
- Only one scrutineer per candidate may be present at a Vote by Mail processing station, ballot issuing station or vote tabulator at one time.
- Rights and Prohibitions (summary)
- Scrutineers and candidates may inspect election materials, observe ballot feeding into tabulators, and sign result statements.
- Scrutineers and candidates shall not campaign, interfere with electors, or attempt to determine how an elector voted.



Form EL12(B) – Oral Oath of Secrecy
Municipal Elections Act, 1996 – Oath of Secrecy

I, _____, do solemnly swear (or affirm) that I will maintain and aid in maintaining the secrecy of the voting and that I will not interfere with an elector, attempt to discover how an elector voted, or communicate any such information.

Declared before me at _____ (municipality)
this ____ day of _____, 2026.

Signature of Scrutineer/Candidate: _____

Signature of Election Official: _____