

Town of Ajax – Work Instruction			Page 1 of 4
Document Title:	Candidates & Scrutineers at VACs	DMS #:	CSD-WI-069
Authored by:	Thomas Street	Issue / Rev. #:	5
Approved by:	Jaclyn Grossi	Issue Date: (YYYY-MM-DD)	25/12/18

1 Purpose

- 1.1 To define the role of Scrutineers and establish their rights in observing and scrutinizing the voting process during an election.
- 1.2 To establish opportunities for Scrutineers and candidates to scrutinize the voting process based on the Voting Method deployed in an election.
- 1.3 To ensure that the integrity and safety of Voter Assistance Centres is protected.

2 Inputs

- 2.1 Candidates and their Scrutineers may wish to attend VACs in order to observe the voting process during an Election.

3 Outputs

- 3.1 Candidates and their Scrutineers will be given the opportunity to observe the voting process in a manner that is not obtrusive to voters and the voting process.

4 Definitions

- 4.1 Definitions and abbreviations applicable to this Work Instruction are listed in CSD-OP-050 Municipal and School Board Elections.

5 Responsibilities

- 5.1 Election Officials are responsible for ensuring that Scrutineers act in accordance with the rules contained herein when in a VAC.
- 5.2 Candidates are responsible for appointing Scrutineers in writing, and for ensuring that they understand and comply with the rules specified in the Act.
- 5.3 The Clerk and Deputy Clerk are responsible for ensuring that Scrutineers have opportunities to observe and scrutinize the voting process, and for extending invitations to appointed Scrutineers to participate in those opportunities.

6 Interested Parties (Customers)

- 6.1 Electors
- 6.2 Candidates & Scrutineers

7 Level of Service

- 7.1 Candidates and their Scrutineers will be provided access to VACs in accordance with the legislated requirements of the MEA.
- 7.2 Electors will be protected from interference in the voting process by removal of Candidates or Scrutineers from VACs if required.

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8 Quality Records

- 8.1 Form CSD-113: Appointment of Candidate’s Agent
- 8.2 Form CSD-114: Appointment of Scrutineer by Candidate
- 8.3 Form CSD-115: Candidate/Scrutineer Sign-In Sheet

9 Risk-Based Thinking

- 9.1 Candidates and their Scrutineers must be given the opportunity to observe the voting process in a manner that does not intrude on the voting process and the right of Electors to privacy. Failure to follow these Work Instructions may result in the following risks:
 - 9.1.1 The secrecy of the vote is not maintained;
 - 9.1.2 Electors do not feel comfortable attending VACs;
 - 9.1.3 Election Staff do not feel safe or are unable to confront Candidates or their Scrutineers who are not following the established rules;
 - 9.1.4 The outcome of the Election could be challenged.
- 9.2 The risks identified herein are mitigated in the following manner:
 - 9.2.1 Before the Voting Period begins, Candidates are informed of their right to attend or be represented at VACs, and the expectations of behaviour for them and their representatives;
 - 9.2.2 VAC Managers are trained on how to respond to Candidates and Scrutineers that refuse to follow the established rules for their attendance, and/or refuse to leave the property if so ordered.

10 Resources

- 10.1 N/A

11 Instructions

- 11.1 Scrutineers may be appointed in writing by the Candidate, pursuant to Section 16 of the MEA.
- 11.2 Candidates must appoint their Scrutineers using the Appointment of Scrutineer by Candidate form (Form CSD-114).
- 11.3 A Candidate is permitted to have one (1) Scrutineer at each VAC. Candidates who enter the VAC are considered to be Scrutineers unless they are entering for the purpose of voting.
- 11.4 The role of Scrutineers in the VAC is to scrutinize the integrity of the voting process. It is

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not a communicative role. Scrutineers are prohibited from speaking directly to voters in the VAC.

- 11.5 Scrutineers must identify themselves to Election Staff and sign in on the Candidate and Scrutineer Sign-In Sheet (Form CSD-115) upon entering the VAC, and may be asked to wear a button or other identifier to indicate that they are acting as a Scrutineer. If requested, Scrutineers are required to show their completed Appointment of Scrutineer by Candidate (Form CSD-114) to the VAC Manager at the voting place. Should a Scrutineer fail to produce their appointment form, the Scrutineer will not be permitted to enter the VAC as a Scrutineer.
- 11.6 To avoid disruption of the VAC, Candidates wishing to speak to their Scrutineers must do so outside of the VAC. Anyone creating a disturbance at a voting place will be immediately removed from the VAC by the VAC Manager.
- 11.7 Scrutineers shall not obtain or attempt to obtain, in any place where someone is voting, information about how a voter intends to vote or has voted or communicate any such information, or do anything that might compromise the secrecy of the vote.
- 11.8 Scrutineers at VACs shall not:
- Speak to voters anywhere on the VAC property;
 - Touch voting technology (such as laptops), except under Section 11.9.2;
 - Observe how an Elector votes or interfere with the voting process;
 - Wear campaign material (buttons, hats, T-shirts, etc.), hand-out campaign material, or park a vehicle displaying campaign material in the parking lot of a VAC; and
 - Use a cell phone, camera or other personal mobile device within the VAC.
- 11.9 Candidates & Scrutineers shall be given, at minimum, the following opportunities to observe and scrutinize the voting process:
- 11.9.1 **Opening of voting** – Candidates and Scrutineers will be invited to attend the ‘Opening of the Vote’ at Town Hall (65 Harwood Ave South, Ajax) on the morning that the Voting Period commences. Opening of the vote procedures will demonstrate, among other things, that the vote tally is at 0 prior to the opening of the vote, that the Voting System is inaccessible prior to the official start time, and that the voting system is accessible after the official start time.
- 11.9.2 **VACs** – Candidates and Scrutineers may attend any VAC offered throughout the Voting Period, during hours of operation, to observe the process. In addition, Scrutineers may enter the VAC 15 minutes before it opens to inspect election equipment, forms and documents relating to the vote (but not so as to delay the timely opening of the VAC).

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11.9.3 **Voters’ List** - Candidates and Scrutineers may object to a person being added to the Voters’ List (Note: a record will be made of all objections, however, the final decision on whether to add an Elector to the Voters’ List, make a revision, or issue a voting PIN will be made by an Election Official).

11.9.4 **Auditing Process** – Candidates and Scrutineers may request to receive and review pertinent documentation associated with the Town’s Voting System auditing program and activities. The Town will make such records available as promptly as possible when requested. However, Candidates and Scrutineers should be aware that such documentation may not be available on an immediate basis during the voting period due to ongoing auditing activities.

11.9.5 **Close of Voting** – Candidates and Scrutineers may observe the close of voting procedures which will demonstrate, among other things, that the Voting System is inaccessible after the official voting period end time.

11.9.6 **Results Release** – Candidates and Scrutineers are entitled to be present at the time and place where results are announced.

11.10 Candidates and Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere with an Elector, influence how an elector is voting, disrupt the voting process, or enter into debate or altercations with any other Candidates or Scrutineers at a VAC will be requested to leave the property immediately.

12 Related Documentation

- 12.1 CSD-OP-050: Municipal & School Board Elections
- 12.2 Procedures for Use of Alternative Voting Method
- 12.3 CSD-WI-066: Inquiries & Complaints Regarding Compliance with the MEA
- 12.4 CSD-WI-067: Logic & Accuracy Testing / Auditing
- 12.5 CSD-WI-071: Opening & Closing of Polls, and Publication of Election Results
- 12.6 Form CSD-113: Appointment of Candidate’s Agent
- 12.7 Form CSD-114: Appointment of Scrutineer by Candidate
- 12.8 Form CSD-115: Candidate/Scrutineer Sign-In Sheet