



Municipal Election Procedure	
Procedure Name:	Scrutineer Appointment and Conduct
Procedure Number:	CLK MEP-06
Creation Date:	March 10, 2026

1. Purpose

The purpose of this Procedure is to establish a clear process for the appointment, admission and conduct of scrutineers during the municipal election.

This Procedure outlines:

- how candidates may appoint scrutineers;
- the roles and limitations of scrutineers within a voting place;
- the responsibilities of election officials in administering scrutineer access; and
- the rules necessary to maintain the orderly conduct of voting and the secrecy of the ballot.

This Procedure complements the Scrutineer Guide provided to candidates upon filing their nomination papers.

2. Responsibilities

2.1. Clerk

The Clerk is responsible for:

- establishing procedures governing the conduct of scrutineers;
- providing the official Appointment of Scrutineer Form;
- defining the boundaries of the voting place;
- ensuring election officials enforce scrutineer rules; and
- maintaining peace and order in voting places.

2.2. Poll Supervisors

Poll supervisors are responsible for:

- verifying the appointment form of scrutineers;
- administering the oath of secrecy;
- maintaining an attendance record of scrutineers entering and leaving the voting place;



- issuing scrutineer identification tags; and
- ensuring scrutineers comply with all rules governing the conduct of the voting place.

2.3. Candidates

Candidates are responsible for:

- appointing scrutineers in writing using the form provided by the Clerk;
- ensuring their scrutineer is aware of and complies with the rules governing scrutineers' conduct; and
- ensuring scrutineers respect the authority of election officials.

Where a candidate enters a voting place, they will be deemed to be acting as their own scrutineer.

2.4. Scrutineers

Scrutineers are responsible for:

- presenting their completed appointment form upon arrival at the voting place;
- taking the oath of secrecy before being admitted to the voting place;
- signing the attendance record upon arrival and departure; and
- complying with all directions provided by election officials.

3. Appointment and Admission of Scrutineers

Subsection 16(1) of the *Municipal Elections Act, 1996* (the Act) permits candidates to appoint scrutineers to represent them during the conduct of the vote.

The appointment must be completed in writing using the form provided by the Clerk.

A limited number of pre-printed appointment forms will be provided to each candidate upon filing their nomination. Additional forms may be accessed through the Candidate Access Portal.

Upon arrival at a voting place, scrutineers shall:

1. Present their completed Appointment of Scrutineer Form to the Poll Supervisor;
2. Take the oath or affirmation of secrecy;
3. Sign the attendance record; and
4. Wear the identification tag issued by the Poll Supervisor.

The identification tag labelled *Scrutineer* must be worn at all times while in the voting place and returned upon departure.



4. Number of Scrutineers

The following limits apply to the presence of scrutineers at a voting place:

- a maximum of one (1) scrutineer per candidate per vote tabulating machine is permitted;
- if a candidate is present in the voting place, the number of scrutineers permitted for that candidate shall be reduced by one; and
- a candidate entering a voting place will be considered to be acting as their own scrutineer.

5. Scrutineer Conduct within the Voting Place

All scrutineers must comply with the requirements of the Act and the directions of election officials.

Scrutineers shall:

1. Maintain the secrecy of the vote at all times;
2. Observe the voting process without interfering with election officials or electors;
3. Remain within the designated area assigned to scrutineers within the voting place; and
4. Follow all instructions provided by the Poll Supervisor or any other election official.

Scrutineers may observe election procedures, including the testing, zero totals verification, operation and closing of the vote tabulator. Scrutineers may ask clarifying questions at appropriate times; however, they shall not interfere with or disrupt the voting process.

6. Prohibited Activities

Scrutineers are prohibited from:

1. Engaging electors in conversation within the voting place;
2. Attempting to influence or interfere with how an elector votes;
3. Displaying, wearing, or possessing campaign materials or any item that identifies or promotes a candidate;
4. Touching ballots, voting equipment, or election documents;
5. Interfering with election officials performing their duties;
6. Attempting to view how an elector marks their ballot;
7. Standing in the controlled area between the ballot issuance station, voting booths, and vote tabulating equipment; and



8. Using cellular phones or other electronic devices within the voting place.

7. Campaign Materials and Election Signs

Campaigning is prohibited within a voting place.

For the purposes of the Procedure, a voting place includes the entire property on which the voting location is situated, as defined by the Clerk.

In accordance with the Town's Election Sign By-law, no person shall display, cause, or permit an election sign to be displayed at any voting location or on or in any vehicle that is parked at a voting location. The voting location spans the entire property.

8. Admission to Observe Vote Tabulation

On Voting Day, scrutineers wishing to observe vote tabulation must be present in the voting place prior to the close of voting at 8:00 p.m. No scrutineer will be permitted to enter a voting place after the close of the poll.

Where a scrutineer leaves the voting place after the close of voting, they will not be permitted to re-enter.

On Voting Day, scrutineers may be present at Pelham Town Hall to observe the tabulation of ballots from advance voting machines. Scrutineers wishing to observe the tabulation process must be present prior to 8:00 p.m. No scrutineer will be admitted after this time.

Although Pelham Town Hall is not designated as a voting place on Voting Day, all applicable conduct rules governing scrutineers, including requirements related to the secrecy of the vote, non-interference with election officials, and no visible campaign material apply while observing the tabulation process.

At no point shall a scrutineer handle ballots or voting equipment.

9. Secrecy of the Vote

Section 49 of the Act requires that all persons present in a voting place maintain the secrecy of the vote.

Candidates and scrutineers must complete an oath or affirmation of secrecy prior to being admitted to the voting place.

No person shall attempt to obtain or communicate information regarding how an elector has voted.

10. Scrutineer Rotation

Candidates may replace or rotate their scrutineers during the voting period; however, rotations must occur in an orderly manner that does not disrupt the conduct of voting.

When a scrutineer is replaced:



- the departing scrutineer must sign out of the attendance record; and
- the incoming scrutineer must present their Appointment of Scrutineer Form, take the oath or affirmation of secrecy, and sign in before being admitted to the voting place.

Frequent or excessive rotation of scrutineers that interferes with the administration of the voting place may be restricted at the discretion of the Poll Supervisor or Clerk.

11. Authority to Maintain Peace and Order

The Clerk is responsible for maintaining peace and order in voting places and may delegate this duty to Poll Supervisors and other election officials.

Further to Procedure CLK MEP-01 Emergencies During the Voting Period, where an individual, including a candidate or scrutineer, disrupts the orderly conduct of voting or fails to comply with the directions of election officials, the Poll Supervisor or designated election official may require that person to leave the voting place.

The Clerk shall be notified of such action immediately.

12. Interpretation and Prevailing Authority

The Procedure shall be interpreted in a manner consistent with the principles of the Act.

Where conflict exists between this Procedure and Provincial legislation, Provincial legislation prevails.