



THE DISTRICT OF SAANICH
2018 GENERAL LOCAL AND SCHOOL BOARD ELECTIONS

INFORMATION FOR CANDIDATE REPRESENTATIVES
(OFFICIAL AGENTS AND SCRUTINEERS)

According to section 102 of the *Local Government Act*, a candidate may appoint one official agent to represent them from the time of appointment until the final determination of the election. The official agent may attend a voting location.

A candidate, or the candidate's official agent, may also appoint scrutineers to represent the candidate **by observing the conduct of voting and counting proceedings** in the voting place. Each candidate may appoint one (1) scrutineer for each ballot box (or voting machine) in use while voting is being conducted. In Saanich, this means a maximum of one scrutineer per candidate in most voting places with the exception of those that have two voting machines.

Appointments:

Appointments must be in writing by the candidate or where authorized, by the candidate's official agent, and signed by the candidate or official agent (*Appointment of Candidate Scrutineer, Forms C6 or CS6*).

The original *Appointment Form* must be submitted to the Chief Election Officer (CEO) prior to a scrutineer attending a voting place. The CEO will then administer the *Declaration of Official Agent (Form 5-1)* or *Declaration of Scrutineer (Form 5-2)*. The CEO keeps the original document and provides the scrutineer with a copy of their appointment form and declaration.

When a scrutineer or official agent arrives at the voting place:

- The scrutineer or official agent must present the Presiding Election Official (PEO) with a copy of the *Appointment of Candidate Scrutineer Form (C6 or CS6)* or *Appointment of Candidate Official Agent Form (C5 or CS5)* and their *Declaration* form.
- If you have not completed the *Declaration* form, then you must complete your *Declaration* in front of the PEO, who then signs the *Declaration*. The PEO is provided with *Declaration* forms 5-1 and 5-2.
- The *Declaration* is kept by the PEO. The PEO then initials a notation on the *Appointment Form* as to the time, date and location of the *Declaration*.
- The *Appointment Form* is returned to the scrutineer or official agent, who must keep the form on their person while they are fulfilling their duties.
- The PEO advises the scrutineer of the area that they are permitted to be in to observe voting proceedings.

Note: A scrutineer or official agent may attend other voting places, but must present their *Appointment Form* to the PEO at each Voting Place visited. The PEO must keep track of the Scrutineers in each Voting Place to ensure that only one scrutineer per candidate per ballot box is in each Voting Place.

Refer to page 2 for Agent/Scrutineer Conduct in the Voting Place

**THE DISTRICT OF SAANICH
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CANDIDATE AGENTS AND SCRUTINEERS**

Agent/Scrutineer Conduct in the Voting Place

Scrutineers represent the candidate **by observing the conduct of voting and the final counting proceedings for the election**. All issues or concerns identified by the scrutineer must be brought to the PEO/APEO's attention.

Only one scrutineer per candidate per ballot box (voting machine) will be permitted in the voting place at one time except for those voting places that have more than one voting machine.

As stated in the *Declaration of Scrutineer Form* the scrutineer is to preserve the secrecy of the ballot and is not to:

- interfere with an elector marking a ballot;
- attempt to discover how another person voted;
- communicate information regarding how another person voted or marked a ballot
- induce a person, directly or indirectly, to show a ballot in a way that reveals how the person voted.

The agent/scrutineer is present in the voting place as an observer. While in the voting place, the agent/scrutineer:

- **MUST** follow the direction of the PEO. The PEO will designate the area from which the scrutineers may observe the proceedings. Agents/scrutineers are not permitted to be in the area between the Election Officials and the voting booths, are not to wander about the voting place nor shall they interfere with or delay the taking of the vote.
- **MAY** stand within a reasonable distance of the Vote Counting Machine to observe the ballots being inserted into the machine by the electors, and to see generally how ballots returned by the machine are handled. They must NOT however, be allowed so close as to be able to observe how a ballot has been voted or to any other way touch or interfere with the Vote Counting Machine or the ballot.
- **MUST NOT** be permitted to mix with electors in areas where electors register, obtain a ballot and mark their ballot. In other words, agents/scrutineers should remain on the election officials' side of the tables, a sufficient distance behind. Agents/scrutineers must not be permitted in the staff room.
- **MUST NOT** discuss election or other issues with the electors or any election staff.
- **MAY** only communicate with election officials when there are no voters in the voting place.
- **MAY** observe the issuance of ballots in order to determine the names of individuals who are voting, but must not interfere with the processing of electors.
- **MAY** write down the names of people who have voted, but, **WILL NOT** be permitted to copy, photograph by any means, touch or handle the voting books used in the voting proceedings.
- **MUST** remain a sufficient distance from the Election Officials so as not to interfere with election proceedings.

- **MAY** challenge the right to vote of either a new elector seeking to register, or a person already in the voting book, if they suspect that the person is not entitled to vote, for whatever reason, or has accepted an inducement to vote. This challenge must take place prior to the ballot being issued. Such a challenge does not prevent the elector from receiving a ballot and voting, but the person whose right to vote has been challenged must provide evidence satisfactory to the PEO that the person is entitled to vote, or make a solemn declaration as the person's entitlement to vote.
- **MUST NOT** wear campaign buttons, distribute campaign literature or carry out any activities of a political nature.
- **MUST NOT** use cellphones or other electronic devices while in the voting place.
- **MUST** leave the voting place without delay once the scrutineer has completed his or her shift.

It is strongly recommended that agents/scrutineers who will be working on General Voting Day (October 20, 2018) vote at an advance voting opportunity (October 10, 15 or 17). Candidate agents and scrutineers are also asked to park their personal vehicles further away from the main entrance to the voting place to allow for easier parking and access by voters.

If you have any questions regarding the above, please contact the Legislative Services Division at 250-475-1775.

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