

SCRUTINEER HANDBOOK

A POSITION OF TRUST AND RESPONSIBILITY



Gabriola Fire Protection
Improvement District

GFPID Election Scrutineer Checklist

(Updated April 21, 2026)

Scrutineers, also known as candidate representatives, are appointed by candidates and formally confirmed by the Returning Officer and/or Corporate Officer during a scheduled appointment process. As part of their role, scrutineers must sign a Code of Conduct and follow all directions of election officials while observing voting and ballot counting.



Scrutineers play an important role in supporting the integrity and transparency of the election. They may witness key procedures such as ballot box sealing, but must remain neutral, avoid interference, and respect voter privacy at all times. Proper preparation, professionalism, and adherence to all election rules are essential throughout the process.

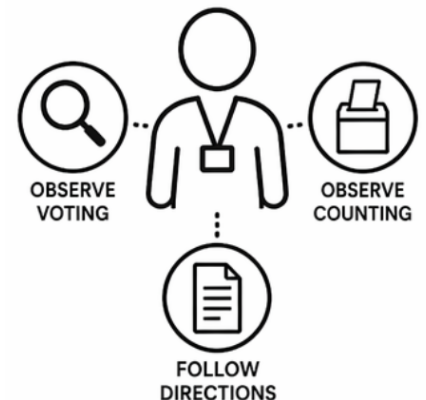
Appointment Process

- Be appointed by a candidate as their scrutineer (candidate representative)
- Attend the designated appointment time at the GFPID office
- Meet with the Returning Officer and/or Corporate Officer for appointment confirmation
- Read and sign the Code of Conduct form
- Ensure the form is confirmed by the Returning Officer and/or Corporate Officer
- If unable to attend scheduled time, arrange an alternate appointment
- Ask any questions or raise concerns during the appointment process



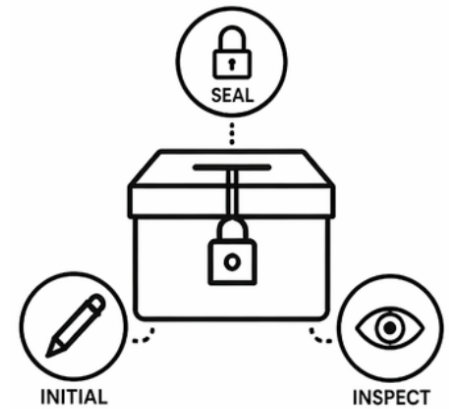
Roles and Responsibilities

- Follow all directions from the Election Returning Officer and/or Corporate Officer
- Be prepared to observe voting proceedings and ballot counting



Ballot Box Procedures

- Be available to witness the sealing of the ballot box if requested
- Initial the ballot box seal if asked
- Be available to witness ballot box inspection prior to voting if requested



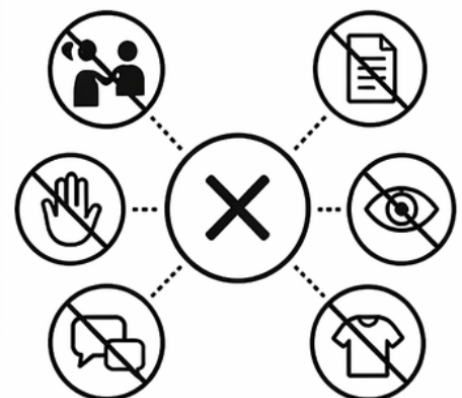
Conduct During Voting

- Wear a numbered scrutineer identification button at all times
- Keep activities quiet and minimal while observing
- Keep questions to election staff minimal unless necessary for election integrity
- Bring your own food and beverages
- Clean up your area at the close of polls
- Follow rules regarding electronic device use (as stated by Returning Officer)
- Avoid socializing inside the voting place
- Only visit with others outside the voting place



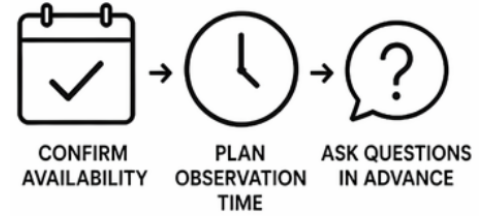
Restrictions During Voting (Must NOT Do)

- Do not interfere with duties of the Returning Officer, Corporate Officer, or Poll Clerks
- Do not handle election documents
- Do not interfere with or assist voters marking ballots
- Do not attempt to discover how someone voted
- Do not communicate how someone voted
- Do not discuss the election with electors, staff, or other scrutineers (inside or within 100 ft of voting place)
- Do not wear candidate buttons, badges, or campaign materials within 100 ft of the voting area



Preparation Before Voting Day

- Confirm your availability for voting day
- Decide how long you can observe and inform the Returning Officer if you must leave
- Clarify any questions with the Returning Officer or Corporate Officer in advance



Serving as a scrutineer is a position of trust and responsibility. By following established procedures, respecting voter confidentiality, and adhering to the direction of election officials, scrutineers help ensure a fair and transparent election process. Careful preparation, professionalism, and a clear understanding of the role contribute to maintaining the integrity of the election from start to finish.