

Subject: Candidate Update 4

Dear Candidate,

Throughout the course of the administration of the 2020 Cumberland By-election, the City of Ottawa Elections Office will send out various updates to all candidates to keep you fully informed. Accordingly, this is the fourth Candidate Update issued.

Candidate Updates will also be available online on ottawa.ca/vote under the Key Dates and Resources section.

Conduct of Candidates and Scrutineers in the 2020 Cumberland By-election Policy

Due to COVID-19, the Elections Office has established a Conduct of Candidates and Scrutineers in the 2020 Cumberland By-election Policy. This policy was developed in accordance with Provincial guidelines and recommendations from Ottawa Public Health. A copy of this policy is attached to this Candidate Update. This policy and its procedures are in addition to the procedures outlined in the *Municipal Elections Act, 1996* (the “MEA”). As the COVID-19 pandemic is rapidly evolving, staff continue to review Provincial guidelines and consult with Ottawa Public Health. Additional safety measures and protocols not captured in this policy may be implemented at voting places.

By way of brief summary, this policy outlines the behavior and attendance requirements for candidates and scrutineers to attend a voting place, as well as the Ballot Counting Location for special mail-in ballots. More specifically:

1. Candidates are required to register the names of the scrutineers who will attend a voting place or the Ballot Counting Location on their behalf with the Elections Office prior to 4:30 p.m. on Friday, September 25, 2020. If a name does not appear on the list provided to the COVID-19 Voting Place Manager, they will not be permitted to enter the voting place or the Ballot Counting Location. The ***Scrutineer Registration Form*** is attached to this Candidate Update.
2. Scrutineers are permitted to attend only **one** voting place per voting day or the Ballot Counting Location, and for contact tracing purposes, they must sign in and out with the COVID-19 Voting Place Manager upon arrival/departure.
3. Only one candidate, or one scrutineer per candidate, is permitted in a voting place or the Ballot Counting Location at any given time, subject to the Provincial limit of 50 people permitted in an indoor space.

4. Scrutineers are required to carry a completed ***Appointment of Scrutineer Form*** (attached to this Candidate Update) at all times and must present the form to Election Officials upon request. Scrutineers who fail to present this form will be asked to leave the voting place immediately.
5. Candidates and scrutineers must comply with all COVID-19-related safety measures, including but not limited to, wearing a mask in accordance with the City's *Temporary Mandatory Mask By-law*, and maintaining physical distancing requirements.
6. A dedicated area for candidates and scrutineers will be designated within the voting place and Ballot Counting Location, and candidates and scrutineers must remain, as much as possible, within this area.
7. Candidates and scrutineers may not interfere with any election official in the discharge of their duties at a voting place or the Ballot Counting Location.
8. Candidates and scrutineers who do not adhere to the policies and procedures implemented at voting places or the Ballot Counting Location will be asked to leave immediately.

Candidates are encouraged to review this policy in its entirety at their earliest opportunity in order to ensure compliance on voting days.

A scrutineer is a person appointed in writing by a candidate to observe the voting and counting proceedings in a voting place and the Ballot Counting Location to ensure compliance with the election process.

The Elections Office has created an updated ***Appointment of Scrutineer Form*** that must be used on all voting days. A copy of this form has been attached to this Candidate Update. Please disregard the *Appointment of Scrutineer Form* that was included in your Nomination Package. The reverse side of the form also includes the "*Role of a Scrutineer – Do's and Don'ts*". This form may be reproduced if you require additional copies.

Please be advised that cell phones, cameras and recording devices will not be permitted in the voting place or Ballot Counting Location.

I trust this information is satisfactory. Should you have any questions or require any additional information, please contact the Elections Office by telephone at 613-580-2660, by email at elections@ottawa.ca or visit the Elections website at ottawa.ca/vote.

Yours truly,



M. Rick O'Connor, CMO
City Clerk

Previous Candidate Updates

In the previous Candidate Updates, you were provided with information on the following topics:

Candidate Update 1:

- The Elections Office and COVID-19
- Amendments to the *Municipal Elections Act, 1996*
- Nomination and Withdrawals
- Authorization of Agents
- Candidate's Name as it is to Appear on the Ballot
- Pronunciation of a Candidate's Name on the Accessible Vote Tabulator
- Consent by Candidate – Release of Contact Information
- Campaigning During the COVID-19 Pandemic
- Voting in the 2020 Cumberland By-election
- Restricting Candidate and Scrutineer Access to Long Term Care Facilities
- Information Session for Candidates and Third Party Advertisers
- Contribution Rebate Program
- 2020 Cumberland By-election Map
- Election Sign Restrictions – Public and Private Properties
- Elections' Interpretation Bulletin: Election Campaign Signs – Requirements under the *Municipal Elections Act, 1996*
- Access to Multi-residential Premises by Candidates and Their Representatives as well as the Display of Campaign Signs
- Canadian Radio-television and Telecommunications Commission (CRTC) – On-air Personalities as Candidates

Candidate Update 2:

- Information Session for Candidates and Third Party Advertisers
- Voters' List for Candidates
- Voters' List – Public Access
- Voters' List – Revision Process
- Strike-off Lists
- By-election Brochure and Voter Notification Letters
- Voting Places

- Reminder: COVID-19 Safety Measures for In-person Voting
- Voting Place Maps
- Reminder: Elections Sign Restrictions – Public and Private Properties

Candidate Update 3:

- Final Spending Limits
- Accessibility Plan
- Voting Day – Display of Unofficial Election Results
- By-election Key Dates and Councillor-Elect Declaration of Office