



2025 General Election Guide for scrutineers at the counting centre

Who can be a scrutineer?

To be appointed as a scrutineer, you must:

- Be at least 18 years old.
- Not have been convicted of an election-related offense under the *Local Authorities Election Act*, *Election Act* (Alberta), *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* in the last 10 years.
- A candidate or their official agent can serve as a scrutineer.

Step 1: Candidate appoints scrutineers

Scrutineers are appointed by a candidate using the **Form 33 - Scrutineer Appointment**.

The form must be signed by the candidate before the scrutineer visits the counting centre.

Scrutineers present the appointment form at the scrutineer registration desk at the counting centre.

Step 2: Scrutineers make a statement

Scrutineers will be asked to make a verbal statement confirming their appointment and maintaining the secrecy of the vote. They complete **Statement of Scrutineer form** at the registration desk.

The signed form is kept by the registration desk.

If a scrutineer leaves and return to the counting centre, they do not have to complete the **Statement of Scrutineer form** again, but they must show the **Form 33 - Scrutineer Appointment** to the registration desk each time they enter.

The image shows the 'Form 33 - Scrutineer Appointment' form. It includes the 'Vote Elections Calgary' logo, the title 'Form 33 - Scrutineer Appointment' with a red circle around it, and the subtitle 'Local Authorities Election Act (Section 96) (EC-EP-33)'. The form lists local jurisdictions: The City of Calgary, Calgary Board of Education, and Calgary Roman Catholic Separate School Division. It specifies the General Election Date as October 20, 2025. There are fields for the candidate's name and the scrutineer's name, followed by a line for the candidate to sign and appoint the scrutineer. A table with two columns, 'VOTING STATION NUMBER(S)' and 'LOCATION(S)', is provided for listing appointments. At the bottom, there is a line for the candidate's signature and a note that the form can be photocopied and returned to the scrutineer. A small disclaimer at the very bottom states that the form is for administrative purposes and that the collection is authorized by the Protection of Privacy Act.

Vote
Elections Calgary

Form 33 - Scrutineer Appointment
Local Authorities Election Act
(Section 96)
(EC-EP-33)

Local Jurisdiction:

- The City of Calgary
- Calgary Board of Education
- Calgary Roman Catholic Separate School Division

General Election Date: October 20, 2025

DATE: 2025 MM DD

TO THE PRESIDING DEPUTY RETURNING OFFICER:

I, _____, Candidate's name, hereby appoint
_____, Scrutineer's name, to act as my
scrutineer at the October 20, 2025 General Election at voting station(s):

VOTING STATION NUMBER(S)	LOCATION(S)

SIGNATURE OF CANDIDATE: _____

CANDIDATE: THIS FORM CAN BE PHOTOCOPIED
FOR: RETURN THIS FORM TO THE SCRUTINEER

The personal information collected through this form is for administering the election. This collection is authorized by section 4(2) of the Protection of Privacy Act. For questions about the collection of this personal information, please contact the Local Election Services for the City of Calgary by phone at (403) 476-4100, by email at elections@calgary.ca or by mail at The City of Calgary, Mail Code 8007, P.O. Box 2100, Station M, Calgary, AB, Canada T2P 2M5.

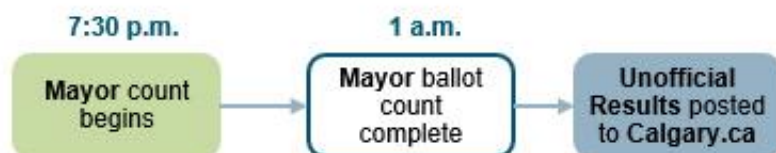
At the Counting Centre

Advance Vote stations, care facilities, post-secondary institutions, hospitals, vote bus, shelters, mail-in ballots.

Unofficial results for the counting centre will be posted on [Calgary.ca](https://calgary.ca) after completion of the count and required forms for each contest at each booth.

Election Day (October 20, 2025)

Mayor ballots for 6 days of Advance Vote and mail-in ballots.



Day 2 (October 21, 2025)

Councillor and school board trustee ballots for 6 days of Advance Vote and mail-in ballots.



Note: Vote count completion times are estimates and will depend on voter turnout.

ALLOWED What a scrutineer CAN do during the ballot count	NOT ALLOWED What a scrutineer CANNOT do during the ballot count
• Watch the counting of ballots at each table. • Make an objection to how any ballot is counted. The objection will be recorded. • Sign the <i>Ballot Account and Result of Vote</i> form.	• Take photos or videos. • Wear campaign materials such as buttons, t-shirts or hats. • Touch election materials. • Count the ballots. • Interrupt the counting process by talking to election workers (unless objecting to how a ballot is counted). • Take phone calls in the counting area. Phone calls can be taken in the break area (Bar Nineteen Twelve). • Carry food or drinks. Water bottles with secure lids are permitted.

Counting schedule

The following is the schedule for opening and counting of ballots at the counting centre.

Only one person from a campaign may observe the count at each ballot box. Either the candidate or the candidate's official agent or the candidate's scrutineer.

Scrutineers may enter the counting centre prior to the count. The total number of scrutineers may change based on number of ballot boxes counted at one time.

Monday, October 20		
Time and activity being observed	Number of scrutineers permitted	Other details
Mail-in ballots sorting At 7:30 p.m., opening and sorting of mail-in ballots for all four (4) contests will commence. Scrutineers may enter the counting centre prior 7:30 p.m.	Each mayoral candidate may have up to 14 scrutineers present. Each councillor candidate may have 1 scrutineer present. Each public and separate school trustee candidate may have up to 2 scrutineers present.	Once the mail-in ballots are sorted by contest, councillor and school board trustee ballots are returned to their ward ballot boxes and sealed until they are counted on Oct. 21, starting at 10:30 a.m.
Mayor ballots counting At 7:30 p.m., the ballot boxes for mayor will be opened and counted. Scrutineers may enter the counting centre prior 7:30 p.m. The mail-in ballots for mayor will be counted.	Each mayoral candidate may have up to 133 scrutineers present (maximum number of boxes counted at one time).	

Tuesday, October 21	
Time and activity being observed	Number of scrutineers permitted
Councillor ballots At 10:30 a.m., the opening and counting of ballots for councillor ballots will commence. Scrutineers can enter the counting centre before 10:30 a.m.	Each councillor candidate may have up to 121 scrutineers present.
Public and separate school board trustee ballots Between 1 p.m. and 2:30 p.m., we anticipate the opening and counting of public and separate school board trustee ballots will commence. Scrutineers may enter the counting centre before 1 p.m.	Public school trustee candidates may have up to 123 scrutineers present at one time. All separate school trustee candidates may have up to 120 scrutineers present at one time. Due to the additional ballot boxes from voting stations located in Airdrie and Cochrane, an additional 6 scrutineers are permitted for separate school trustee candidates for: • Wards 1, 2 and Cochrane • Wards 4, 7 and Airdrie



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Parking at the counting centre

Parking on Monday, Oct. 20

Elections Calgary has a limited number of parking spots within a fenced area on Oct. 20 on Lots 3 & 6.

Twenty (20) parking stalls have been allotted for candidates/scrutineers in the fenced parking area for Elections Calgary. These parking stalls are first-come, first-served.

Note that there is a Calgary Flames Game scheduled on Oct. 20 starting at 7:30pm. Entrance to this parking area is on Stampede Trail as noted in the counting centre parking map.

Parking on Tuesday, Oct. 21

Scrutineers can park anywhere on Lots 3 or 6.

Parking cost and how to pay

Parking on Lots 3 & 6 is \$18 (flat rate). Payments can be made using the pay machines on site, the ParkPlus app, or the virtual pay meter (vpm.parkplus.ca).

Questions?

Find a scrutineer liaison or visit the Scrutineer Support Desk located in the centre of the counting area.

Candidates should refer to the Local Authorities Election Act for full details on scrutineer roles and responsibilities.