

Role of a Scrutineer

What is a scrutineer and what is their role?

Scrutineers are appointed by a candidate to observe the voting process at a voting station, as well as the counting of ballots in a voting station and at the counting centre.

- The appointment of scrutineers by candidates is discretionary.
- A candidate's official agent may be a scrutineer.

They may not campaign, discuss issues, wear or distribute campaign materials inside or outside of the voting station with. Anyone wearing campaign material will be asked to remove or cover the material.

Who can be appointed as a scrutineer?

- Be at least 18 years of age, and
- Not have been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) within the previous 10 years.

How are scrutineers appointed?

Scrutineers are appointed by a candidate using the Appointment of Candidate's Scrutineer or Official Agent form. The form is completed and signed by the candidate before the scrutineer visits the voting station or counting centre.

A separate form is completed for each scrutineer being appointed, which lists the voting stations or counting centre at which they are authorized to observe. Indicating the voting station name is sufficient and/or "counting centre."

A scrutineer keeps the signed form with them and shows it to the Presiding Deputy Returning Officer (PDRO) at each voting station they visit. The PDRO will ask the scrutineer to make a statement confirming their appointment and maintaining the

secrecy of the vote. The scrutineer will also be given a lanyard identifying them as a scrutineer.

An individual scrutineer can be appointed by multiple candidates, but each candidate must appoint the same scrutineer using a separate form.

Observing the Voting Process

Where can scrutineers observe the voting process?

Scrutineers can observe at any voting station, institutional (care facilities where a public area is provided for voting) during the Election Period (October 8 – 20, 2025).

The Presiding Deputy Returning Officer (PDRO) sets aside a specific area within the voting station for scrutineers to observe the voting process. Scrutineers may enter the voting station 15 minutes before they are open to view the empty ballot boxes before they are sealed.

How many scrutineers are permitted to observe the voting processes?

One scrutineer per candidate can observe at a voting station. There are two voting stations for the period October 8 – 18 and three on October 20, 2025, all of them open from 10 a.m. to 8:00 p.m.

Only the candidate, their official agent or their scrutineer may observe the voting. Only one representative per candidate (whether it be the candidate themselves, their official agent, or scrutineer) can observe the voting process in the voting station at the same time.

Observing the Counting Process

Counting schedule

Listed below is the schedule for opening of ballot boxes and counting of ballots at voting stations and at the counting centre:

Monday, October 20 2025 – starting at 8:00 p.m. to until midnight (for Mayor)

The 3 Voting Stations:

- Lethbridge Trade and Convention Centre (Exhibition) North Entrance, Salons A, B, C, 101 Exhibition Way South
- Cor Van Raay YMCA, North Entrance through the North Fieldhouse Doors, 74 Mauretania Road West
- Trinity Reformed Church, North Entrance, 1100 40 Avenue North

The doors will be locked at 8:00 p.m. at each of the above facilities, and no one will be allowed to enter after that time. If someone leaves the designated counting space, they will not be allowed to return.

Counting Centre (City Hall) – check in at Council Chamber and be assigned to a counting room. One scrutineer or agent or candidate per candidate is allowed per counting room.

Tuesday, October 21, 2025 (3 shifts) and Wednesday, October 22, 2025 (3 shifts)

8:30 a.m. – 12:30 p.m.

1:00 p.m. – 5:00 p.m.

5:30 p.m. – 9:00 p.m.

The doors will be locked at the start of each shift, and no one will be allowed to enter after that time. They are welcome to leave the room during a shift, but if they do, they will not be allowed to come back into the room during that shift. Individuals who are late will be invited to attend the next shift.

It is unknown when the counting will be done, so the City may need to add or delete shifts.

It is expected that on Tuesday, the City will be starting with counting the Councillor contest, then Public School Trustee, and finally Separate School Trustee contest. The remaining Mayoralty votes are likely to be counted Tuesday evening. Voting from the Institutional and Assisted at Home will likely be the last groups to count.



CITY OF
Lethbridge

Appointment of Candidate's Scrutineer or Official Agent
Local Authorities Election Act
(Sections 68.1, 69(1))

Local Jurisdiction: **CITY OF LETHBRIDGE,
LETHBRIDGE PUBLIC SCHOOL DIVISION,
HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, WARD 2,
Province of Alberta**

ELECTION DATE: **OCTOBER 20, 2025**

To: **PRESIDING DEPUTY RETURNING OFFICER**

I, _____ hereby appoint
(Print Name of Candidate)

_____ to act as my Scrutineer or
(Print Name of Scrutineer/Official Agent)

Official Agent at voting station _____

Voting Station Name(s)

(Signature of Candidate)

(Date of Appointment)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

Note: The personal information collected through this form is for administering the election. This collection is authorized by section 4(c) of the *Protection of Privacy Act*. If you have any questions about the collection, contact Bonnie Hilford, Returning Officer, Phone 403-320-3111 or visit the Office of the City Clerk in City Hall at 910 – 4th Avenue South, Lethbridge, Alberta, T1J 0P6.



CITY OF
Lethbridge

FORM 16

Statement of Scrutineer or Official Agent
Local Authorities Election Act
(Sections 16(2), 68.1, 69, 70)

Local Jurisdiction: **CITY OF LETHBRIDGE,
LETHBRIDGE PUBLIC SCHOOL DIVISION
HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, WARD 2.,
Province of Alberta**

ELECTION DATE: October 20, 2025

I, _____ of _____
(Name of Scrutineer or Official Agent) (Complete Address and Postal Code)

in the Province of Alberta, am at least 18 years of age, and,

FOR THE PURPOSES OF AN ELECTION, will act as scrutineer on behalf of _____
(Name of Candidate)
for the office of _____
(Office for which Candidate was Nominated)

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent

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