



Municipality Details Form Instructions for Completion

All information captured by this form can be entered or updated in the MA Connect - Elections Database. Municipalities that are unable to access the database may complete this form as a PDF and submit to Elections Alberta electronically. We will update the database, on behalf of the municipality, in these instances. All future updates can also be made through the database or by re-submitting the PDF to us.

The *Municipality Details Form* consists of five different sections. Each section is explored below.

Header

- Write your municipality name in the provided space.
- If you are overseeing the election for another jurisdiction, such as a Summer Village or First Nation community, and will be reporting your results as a combined total, please list the secondary jurisdiction where indicated. You will not need to complete an additional form for these municipalities, but must ensure to request all of the required supplies you will need for both jurisdictions.
- If you are overseeing the election for another jurisdiction, but will be reporting your results separately, please complete an additional form for each municipality that you are reporting results for.

Returning Officer Contact Information

- If a Returning Officer has not yet been appointed in your municipality, you may leave this section blank. Once a Returning Officer has been appointed, update the information in the database or resubmit this form.
- If the returning office address is not yet known, you may also leave this section blank, or submit using the municipal office address until a different location is selected.
- The details you provide in this section will be used to generate the *Election Proclamation* and will be posted on Elections Alberta's website. The Returning Officer's name, office address, public telephone number, and public email address will be used for these purposes.
- The private telephone number and email address will not be posted online. These will only be used by Elections Alberta to contact the Returning Officer if there are questions or concerns relating to the form, supply shipments, or results reporting.
- If your office address is not mailable, please include a mailing address. Supplies will be sent to this address.

***Preliminary information is due April 30, 2021.
Complete information is required by June 30, 2021.***



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Polling Information

- Where to Vote Information will be posted on our website, to help voters find election information for their municipality. Provide the URL for the webpage where this information can be found.
- If you are holding an advance or special ballot vote, provide information of the dates they are scheduled to commence. This allows Elections Alberta to prioritize ballot printing and supply shipments for areas that will require these items sooner.
- For special ballots, list the date that the mail-out will start, not the date applications are accepted. If the date provided is before the close of nominations, a write-in ballot may be available, as per the following dates:

DATE	SENATE	REFERENDUM
Prior to September 7	Ballot not available	Ballot not available
September 7 to 12 (est.)	Write-in Ballot available	Write-in Ballot available
September 13 to 25	Write-in Ballot available	Standard Ballot available
September 26 to Election Day	Standard Ballot available	Standard Ballot available

* Refer to Module 6 of the Returning Officer Manual for detailed information on ballot timelines.

- If you are providing the *Blind Elector Template* at your polls and are receiving ballots from Elections Alberta, we will supply you with the matching template for each ballot style. We will contact you to determine how many to ship.
- If your municipality has passed a bylaw to use alternative voting equipment, indicate which equipment will be used. Municipalities using alternative voting equipment will not receive ballots or blind elector templates from Elections Alberta.



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Supplies

Regular Ballots

- When ordering ballots, consider the total number of ballots required for all voting opportunities: Election Day, advance vote, institutional vote, and special ballot. Ballots will be sent packaged in books of 25. List the total number of ballots required, rounded up to the nearest 25.

Special Ballot

- In this space, indicate how many **write-in** special ballots you will need.
Only make a ballot request here if you are using this ballot type before Nomination Day.

Posters

- As required by the Act, indicate if you would like Elections Alberta to supply the *Direction for Guidance of Voters* and *Secrecy of Voting* posters, or if you would prefer to print the poster yourself. If you select “No”, you will be provided with an electronic print package - to be shared with your chosen printer.
- *Translated Voting Instructions* can be provided as a double-sided, letter-sized sheet of paper. It details how to mark the ballot in 19 different languages. Indicate if you would like to receive these and to what volume.

Post-Election

- Ballots must be retained for three-months post-election. In the event of a judicial recount, Elections Alberta must collect voting materials from your municipality to manage the court challenge. This information helps us to contact the custodian in a timely and efficient manner and arrange for immediate pickup. Please indicate who is acting as custodian and where voting materials will be retained.

Submitting the Form

- Municipalities should enter these details into the Election Database whenever possible. However, if there is challenge in doing so, an electronic copy of the form can be submitted by email. Should neither method be possible, please mail or fax the form to Elections Alberta. Return details are located on the form.