

Municipal Affairs

Elections Database User Manual



Elections Database User Manual

The Elections Database (EDB) was designed to streamline election reporting for Returning Officers (ROs). Municipal Affairs is responsible for creating 'General Elections' within the EDB, as well as 'Senate and/or Referendums' elections in years where they occur simultaneously with local general elections. It is the responsibility of the municipality's RO to create a 'Summer Village Election' or 'By-Elections' within the EDB.

This manual is designed for ROs and provides instructions on how to use the EDB to report election information to Municipal Affairs.

Getting Started

Municipal Dashboard

Now that you have accessed the EDB, you will see the following dashboard for your municipality.

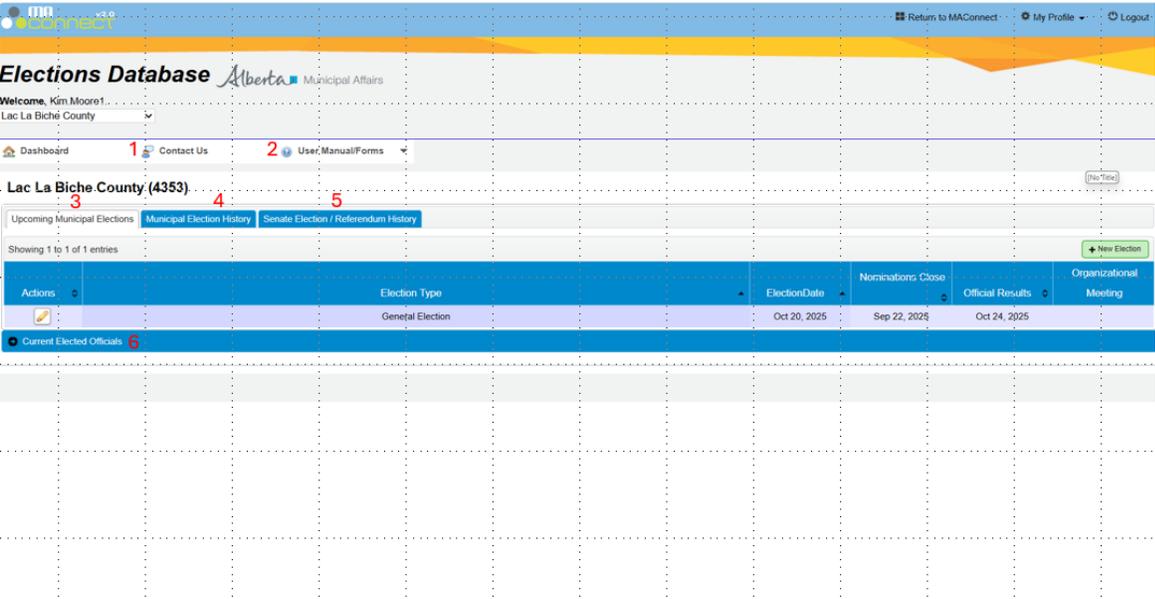
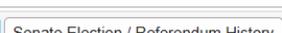


Figure 1: Municipal Dashboard

Key information included on the dashboard includes:

- Contact Us** – provides details on who to contact if you require assistance with either a municipal election ('General', 'Summer Village', or 'By-Election'), or a provincially administered vote ('Senate Election' or 'Referendum').
- User Manual/Forms** - contains a link to this manual as well as a .zip file of all municipal election forms that are available here: <https://www.alberta.ca/municipal-election-forms>.

3.  - displays the upcoming (or unfinalized) election that your municipality created, and/or any upcoming election(s) created by Municipal Affairs.
4.  – provides a list of any past elections, and past election results can be accessed by clicking on the magnifying glass.
5.  - provides a list of any senate elections/referendums that occurred within your municipality. Note, senate election/referendum details can also be accessed under ‘Municipal Election History’, in the year where a senate/referendum event occurred (i.e., 2021).
6.  – provides a collapsible list of the current elected officials for your municipality. Please check the list when you logon to ensure the information is up-to-date and email any corrections ma.updates@gov.ab.ca.

Creating / Editing Municipal Elections

Municipal Affairs is responsible for setting up the ‘General Elections’ within the EDB. Summer villages must create their own ‘Summer Village Elections’ as outlined below.

Creating a Summer Village Election

Steps

To start, click the  button.

1. The ‘Create Election’ popup box will appear. Click ‘Election Type’, and ‘Positions Up for Election’ then enter the election dates using the pop-up calendars.
2. Review the information you entered. If you are satisfied that the information is correct, click the  button.
3. You will be directed to the ‘Elections Details’ page.

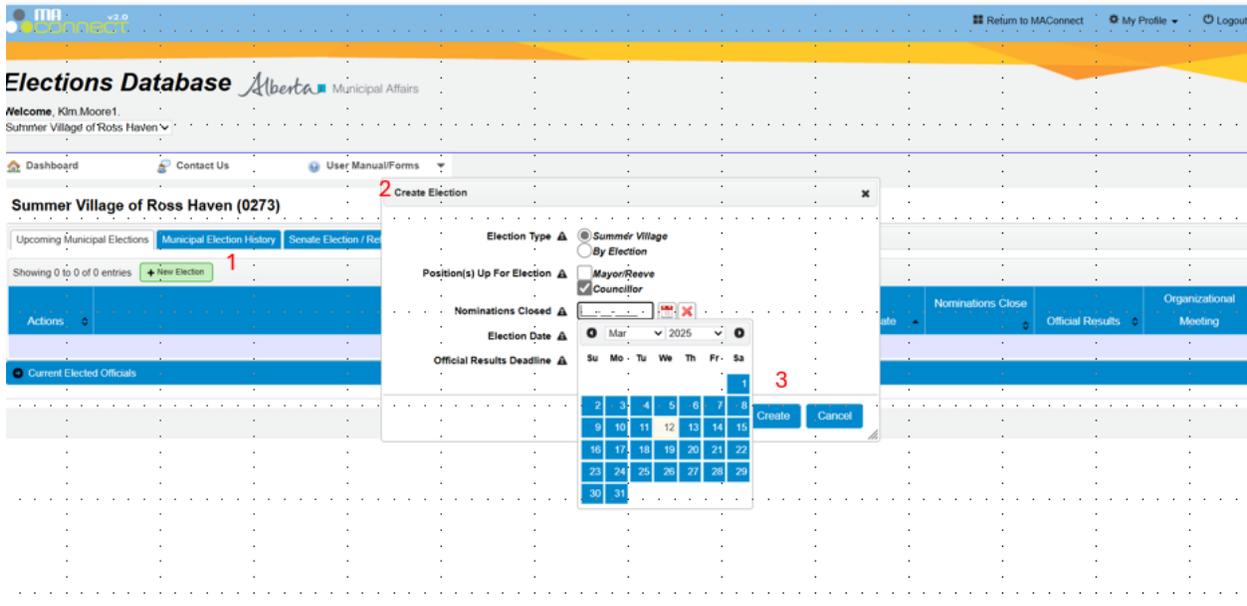


Figure 2: Creating a Summer Village Election

General Elections

In a general election year (or an election when there is a senate or provincial referendum held on the same day), Municipal Affairs will create these 'events' and pre-populate the municipal candidates from the existing list of elected officials.

To confirm and update the 'Elections Details', click on the  under 'Actions'. You will be directed to the 'Elections Details' screen.

Elections Details

Elections Details Screen:

- You will be required to enter (and update) contact information for RO.
 - The email address and cell phone numbers for ROs are considered private and will NOT be published.
 - If the contact information changes at any point during the election event, these details should be updated.
- An organizational meeting date is required prior to the submission of election results and will be populated from the 'Election Results' tab.
- It is not mandatory to upload your municipal election bylaw.
- You have the option to make notes on the election event that may be of interest to your municipality and Municipal Affairs.

The Election Details screen should be completed as soon as possible.

Steps

1. All mandatory fields are highlighted in red and display an exclamation mark inside of a triangle. Hovering over this data will display additional information.
2. Data will NOT save if any of the mandatory fields are not completed.
3. Pressing the **Save** button, should display a green message box stating 'Saved Successfully'. If you are uploading a bylaw this may take 10-15 seconds to display.
4. After a successful save, the **Electoral System** tab should appear.

The screenshot shows the 'Municipality Information' page with the 'Election Details' tab selected. The page contains several sections:

- Important Dates:** Includes fields for 'Nominations Closed' (Sep-22-2025), 'Nominations Extension' (with a red error message), 'Election Date' (Oct-20-2025), 'Official Results Deadline' (Oct-24-2025), and 'Organizational Meeting'.
- Returning Officer:** Includes fields for 'First Name', 'Last Name', 'Email', 'Office Phone', and 'Cell Phone - Private', all of which are highlighted in red with error messages.
- Municipal Election Bylaw(s):** Includes a 'Choose File' button and a 'No file chosen' message.
- Special Ballots:** Includes a question 'Is your municipality providing for voting by special ballot?' with 'Yes' and 'No' radio buttons.
- Notes:** A text area for additional information.

At the top right of the page, there are 'Save' and 'Cancel' buttons.

Figure 3: Elections Details Screen

Electoral System

Electoral System Screen:

- An “at large” council position means that the elected official will represent the entire municipality.
- A “ward” or “division” position means that the elected official will represent the ward or district in which they reside.
- With the exception of summer villages, the number of eligible voters is determined from the Permanent Electors Register (PER) prepared by Elections Alberta.
 - Summer villages that choose to provide for special ballots, and allow address vouching, will need a PER. Questions on the PER should be directed to Elections Alberta.
- For municipalities with wards or districts that do not know the number of eligible voters per ward, estimates can be entered at this time, as you will be able to revise the counts when you report your official election results.

The Election Details screen should be completed as soon as possible.

At Large Elections (Municipalities with No Wards or Divisions)

For a general election, portions of this screen will initially be reflective of the current electoral system within your municipality. However, if changes are required, they can be accomplished through the following steps.

Steps

1. Select the positions up for election ('Mayor/Reeve' and/or 'Councillor'), and a check box should appear next to the positions up for election.
 - The 'Mayor/Reeve' box should only be checked if your municipality has mayor or reeve candidates who are running at large; after selecting this item you will be required to enter the number of eligible voters for the mayor/reeve.
2. If your councillors are elected at large, select 'Yes', and you will be required to enter the:
 - Number of eligible voters.
 - Municipalities (not including Summer Villages): Use the PER. If your municipality has wards or divisions, you will be required to report the eligible voters by wards or divisions.
 - Summer Villages
 - With ballots: Use the PER and supplement with the number of property title owners.
 - Without ballots: Include the number of eligible voters from other sources (federal census, municipal records).
 - Number of councillor positions
 - Please note this should be the total number of **councillor** positions – do not include the position of Mayor/Reeve.
3. Push the  button.
4. A pop-up screen will appear, asking you to save the data or cancel the save.
 - Clicking 'No' will still allow you to edit/update the onscreen information. However, if you navigate away from this screen, or close your browser, these changes will be lost.
 - Clicking 'Yes' will write the information into the EDB and if no errors are present, display a 'Saved Successfully' message in green, and display the 'Finalize Details' button.
5. When you are satisfied that the data is correct, saved, and submitted, push the  button. A pop-up screen will appear indicating that you will no longer be able to modify data on this screen.
 - Clicking the  button will result in a 'Saved Successfully' message in green and the ability to click on the 'Municipal Candidates' tab.

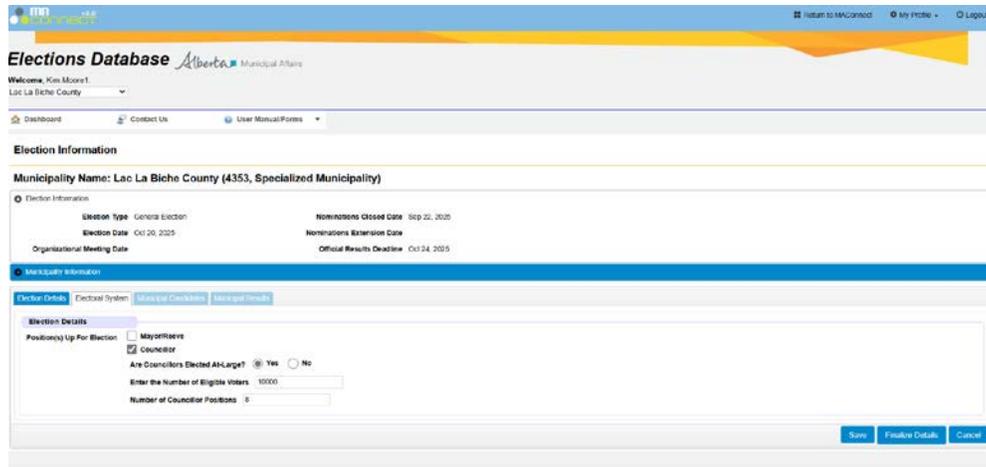


Figure 4: Electoral System Screen with No Wards or Districts

Municipalities with Wards or Divisions:

For a general election, portions of this screen will initially be reflective of the current electoral system within your municipality. However, if changes are required, they can be accomplished through the following steps.

Steps:

1. Select the positions up for election ('Mayor/Reeve' and/or 'Councillor'), and a check box should appear next to the positions up for election.
 - The 'Mayor/Reeve' box should only be checked if your municipality has mayor or reeve candidates who are running at large; after selecting this item you will be required to enter the number of eligible voters for the mayor or reeve.
2. As councillors are not elected at large, select 'No'.
 - This option may already be selected from information previously provided to Municipal Affairs.
3. Confirm the common name spelling of any wards or divisions that will hold an election for a councillor on election day. Remove the wards/divisions where no election will take place.
 - Wards/Divisions can be removed or added using the   icons.
4. Enter the number of council positions per ward or district.
5. Enter the number of eligible voters for each ward based on the PER prepared by Elections Alberta. If you do not know the actual numbers at this time, please enter an estimate.
6. Push  and the click  to save, or  to cancel the save.
7. If you click 'Yes', you will see a message that the electoral system was saved successfully.

8. Re-check your data entry. If you are confident that the information is correct, then click

Finalize Details

9. You will see a message that the electoral system was saved successfully and you will now be able to enter the 'Municipal Candidates'.

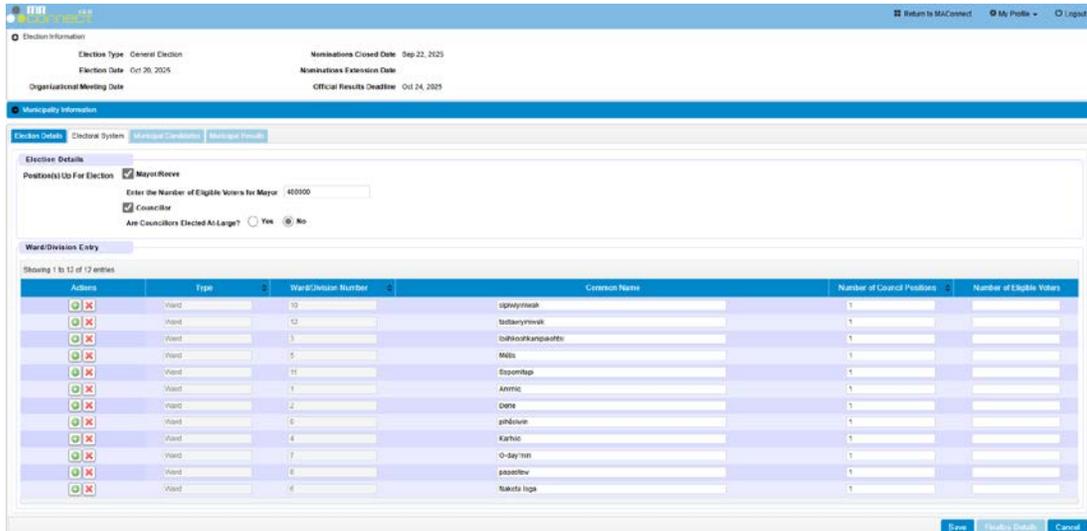


Figure 5: Electoral System Screen with Wards

Municipal Candidates

Municipal Candidates Screen:

- An "incumbent" is defined as a candidate seeking re-election to the exact position he or she currently holds.
 - An existing councillor who runs for mayor/reeve is not considered an incumbent.
- The candidate's name should be exactly as entered by the candidate for the ballot on the Nomination Paper and Candidate's Acceptance Form.
- The genders of the candidates are found on the "Notice of Intent" form filed by each candidate.
- The final list of candidates must be entered and finalized on the EDB 24 hours after the close of nominations on nomination day.
 - A button will appear 24 hours after the close of nominations, and the RO will be prompted to complete this action.
- ROs are not required to send a signed copy of their Candidate Nominations List to Municipal Affairs, when it is completed in the EDB.
- You will be contacted by Municipal Affairs if you do NOT finalize your municipal candidate information.

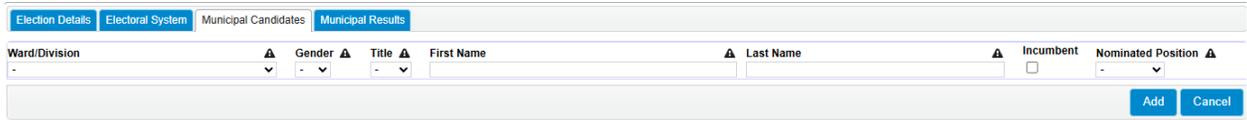
The Municipal "Election Details" and the Electoral System must be completed before you will be able to enter candidates.

Steps:

1. Click the **Municipal Candidates** tab.
2. Remove existing candidates that are not seeking re-election.

- For the General Municipal or Summer Village Elections the current council has been pre-populated for you.
- Click  to remove the individual from the candidate list, a pop-up will appear select  to confirm that the individual will not be running or  if the  was pushed in error.

3. Add a new Candidate:



- Ensure all information marked with a  has been completed
- For wards, a drop-down menu will be displayed with a list of all wards from the 'Electoral District' tab. If there are no wards in the municipality, this field will be locked.
- To add a candidate click . A pop-up will appear asking you to confirm the candidate information was entered correctly, click  if correct, or the  to make changes.

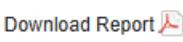
4. To edit candidates:

- Push the  button.
- All data fields for candidates will now be editable.
- Make the required changes for all the data fields.
- Push the  button to save all changes.

5. To submit your official candidate list to Municipal Affairs:

- Click , a pop-up will appear, click  to submit the results to Municipal Affairs or  to modify the information.
- Once you finalize the candidate information, no changes can be made to the 'Municipal Candidates' tab.

6. To print candidate list:

- Click , and a pop-up window will open. Select 
- The .pdf file of all your candidates will appear on the screen.
- As the cell phone number and email address is considered personal information, it is omitted from the printed form.