

# Municipal Elections

Led by: City Clerk/Director of City Clerk's Office

## Service Description

Municipal Elections independently and impartially administers elections, ward boundary reviews and verifies petitions in accordance with applicable legislation.

The administration of elections includes general elections, by-elections and votes of the electors on questions or bylaws. Ward boundary reviews include both conducting minor reviews and adjustments to ward boundaries. The verification of petitions includes requests or petitions to establish or dissolve business improvement areas, as well as petitionable matters in the Municipal Government Act.

## Service Updates

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### Highlights

Completion of a comprehensive voter equity research project that informed election delivery plans and improved engagement with community organizations serving equity seeking Calgarians. This positive outcome contributes to the desired service results of strengthened service integrity, public access and partnerships (Initiative 3).

Council workshop on Council composition and ward boundary considerations and a Council report resulting in Council direction to recruit a Ward Boundary Commission to review the effectiveness of the 14-ward system. This positive outcome contributes to the desired service results of strengthened service integrity, public access and public access (Initiative 7).

Completion of recall of Members of Council petition verification readiness plans. This positive outcome contributes to the desired service results of strengthened service integrity and public access (Initiative 8)

### Challenges

Recall of Members of Council petition verification provisions in the Municipal Government Act are new. As a result, gaps were identified in the interpretation of legislation affecting recall petition verification procedures. With support from internal partners, the Ministry of Municipal Affairs was engaged to seek guidance and inform the development of refined petition verification procedures and communications.



## Measuring Our Performance

### Legend

— Actuals

■ Expected Future Performance

➡ Progressing as planned

⊖ Not progressing as planned

Data will not be available until 2025 General Election, or any by-election directed to occur prior to 2025. Options to support accurate and timely reporting of voting station results and wait times in the 2025 General Election (including supporting technologies) will be reviewed in 2023 and finalized in 2024. Technology to enable data of ballots by type of ballots cast will be reviewed and finalized in 2024.

To see the 2022 data for performance measures, please visit [Service plans and budgets \(calgary.ca\)](https://calgary.ca/service-plans-and-budgets). Performance measures that will be included in future performance reports include:

PM 1: Voting stations results reported within 60 minutes of the scheduled election day voting station closing time (per cent)

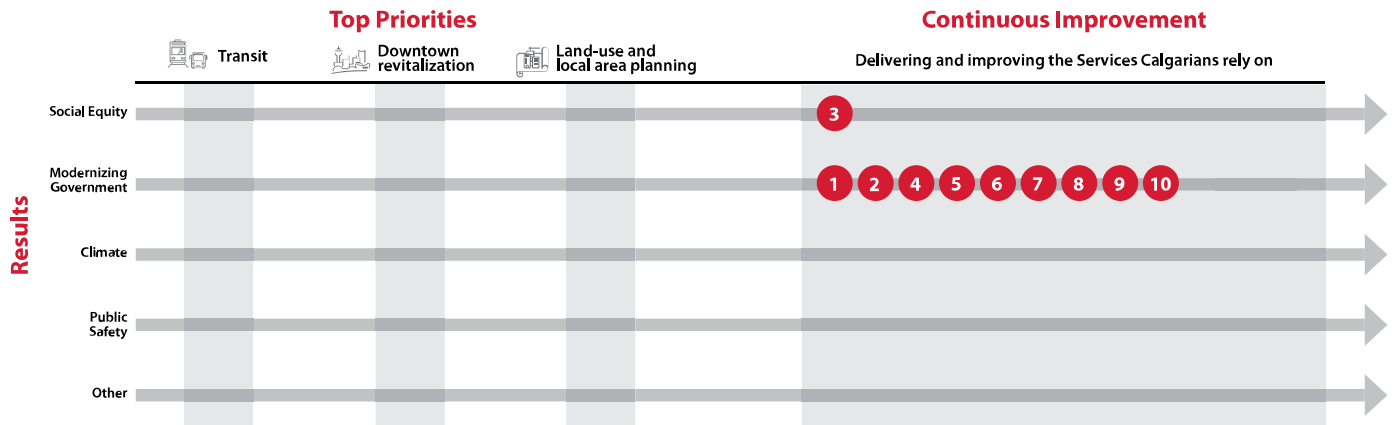
PM 2: Election Day average voting station wait times (minutes)

PM 3: Ballots cast by each ballot method (per cent)



## Progress on Service Delivery






### Alignment with Council Refined Priorities and Result Areas



#### Legend



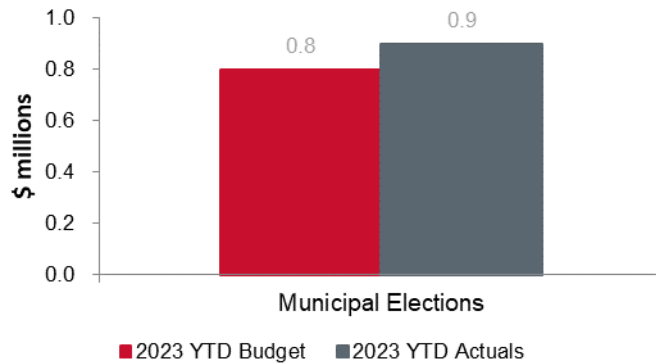
Initiative	Initiative Update	Status
1 Improve the voting experience by enhancing and expanding internal and external partnerships with Council, school boards, post-secondary institutions, and community organizations.	A Council workshop will be planned for 2024, to engage on preparations for the 2025 General Election, including voting delivery model and potential amendments to the Election Bylaw (Bylaw 35M2018). A comprehensive voter equity research project was completed in 2023 in partnership with the University of Calgary.	
2 Advocate for changes to the Local Authorities Election Act that are intended to close administrative gaps, align with modern election practices, and support Council direction by developing effective working relationships with the Ministry of Municipal Affairs.	As part of the Ministry of Municipal Affairs' 2022 engagement on the Local Authorities Election Act, a report on recommended amendments to improve the administration of elections was submitted by the Returning Officer in July 2022. The Returning Officer will participate in any Ministry of Municipal Affairs engagements on the Local Authorities Election Act prior to the 2025 General Election.	
3 Better reflect the needs of equity-seeking Calgarians, including newcomers and persons with disabilities by undertaking stakeholder engagement and implement voting process improvements.	A comprehensive voter equity research project was completed in 2023 in partnership with the University of Calgary. The research informed election delivery plans in progress for the 2025 General Election and opportunities for improved engagement with community organizations serving equity seeking Calgarians.	
4 Identify and implement improvements for future elections through a review of voting technology security.	Contract with consultant Gartner was executed in May 2023 to provide expert recommendations on improving voting technology security plans in preparation for the 2025 General Election. The project launched in June 2023.	
5 Enhance the integrity of municipal elections in Calgary by implementing improvements to the chain of custody of secure election materials including ballots, vote tabulators and prescribed forms. These enhancements include the introduction of an election supply cart, securely delivered to, and returned from, each voting station.	In partnership with Corporate Security, an internal report on the review of physical security measures from the 2021 General Election was issued in March 2023. The report will inform plans in progress for the 2025 General Election. Election cart procurement, warehouse space and election logistical plans with Facilities Management and Supply are in progress.	

Initiative	Initiative Update	Status
6 Improve the quality, coordination and capacity of business unit program delivery by leading the integration and expanded capacity of strategic and business service resources within the City Clerk's Office. This includes budget administration, business continuity planning, corporate program accountabilities, and business technology planning.	Key Strategic Services recruitments were completed in April 2023. Recruitment of remaining Strategic Services section staff to support enhanced budget administration, business continuity planning and corporate program accountabilities to be completed by the third quarter of 2023.	
7 In accordance with Council policy and in anticipation of Council's future direction, facilitate community-led review of ward boundaries and Council composition.	A Council workshop on Council composition and ward boundary considerations was delivered in March 2023. At their June 6 Regular Meeting, Council directed a Ward Boundary Commission be recruited as part of the 2023 Boards, Committees and Commissions recruitment to review the effectiveness of the 14-ward system with no change to the number of Councillors. Activities in support of the recruitment and onboarding of a Ward Boundary Commission are in progress.	
8 Undertake petition verification duties as prescribed by the Municipal Government Act, including the recall of Members of Council by developing processes, technology and staff capacity.	Petition verification processes, technology and recruitment/training plans have been developed. The City Auditor's Office reviewed recall verification processes and plans and their suggested improvements have been accepted. As a component of their duties, a small team of limited term employees have been recruited to test and improve recall verification processes and plans. They were onboarded in June 2023.	
9 Ensure the integrity of elections, by-elections, and vote of the electors by implementing enhancements to procedures, technology, training, and staff capacity.	Enhancements to election procedures, technology, training and staffing are progressing for the 2025 General Election. This work integrates the lessons learned from election workers and the experience of Elections Alberta in the 2023 Provincial General Election.	
10 In accordance with legislated requirements, plan and deliver all aspects of the 2025 General Election and any by-election or vote of the electors directed before that time.	Preparations for the 2025 General Election in compliance with legislation are progressing, including process refinement, technology, recruitment and training plans among other things.	



## Service Updates on Financial Performance

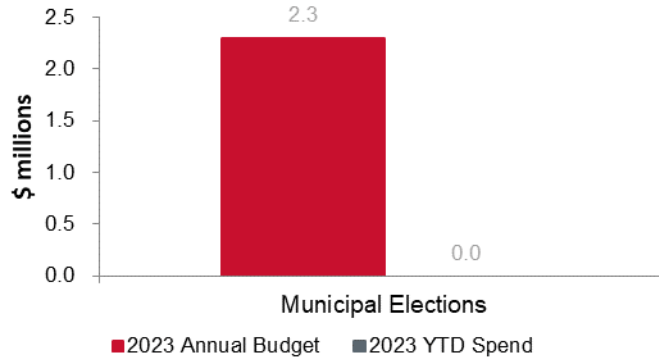
### Net Operating Budget and Actuals as of June 30, 2023



### Operating Budget Updates - 2023 YTD net operating budget vs actuals:

Municipal Elections had an unfavorable year-to-date operating variance of (\$0.1) million. The variance was mainly due to (\$0.2) million unfavourable variance due to timing difference in cost sharing billing to the school boards, offset by \$0.1 million savings in salaries and wages.

### Capital Budget and Spend as of June 30, 2023



### Capital Budget Updates - 2023 total capital budget vs 2023 YTD spend:

Municipal Elections has an allocated capital budget of \$0.6 million for 2023 to procure election carts for the 2025 General Election. The election carts will simplify the delivery and return of election materials to voting stations and enhance the security of the materials. Progress on the procurement of the carts has been slower than expected due to delayed responses from vendors and spending is behind the original projection.

Municipal Elections has \$1.7 million in capital budget for improvements to the Election Management System. A portion of this capital, \$1.1 million, will be relinquished with the remaining \$0.6 million allocated over the next three years for improvements to the Election Management System and the procurement of additional Election technology. The allocated budget for 2023 is \$0.3 million.