

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

Key service results

Public and internal (Administration and Members of Council) engagement for the Ward Boundary Commission was completed, which will help inform recommendations on Council effectiveness to be presented in the third quarter of 2024.

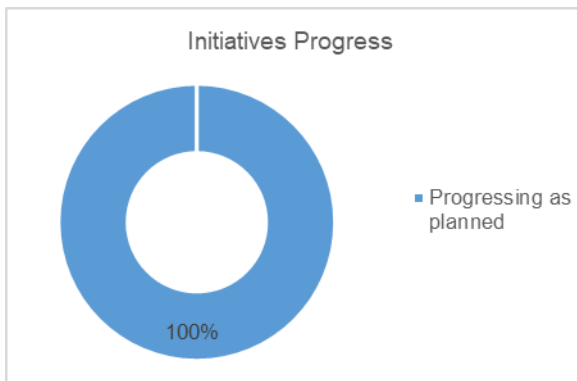
A Council report to request direction to bring forward changes to ward boundaries because of land annexations was presented in February 2024, and a new ward boundary bylaw has been completed and will be considered by Council in July 2024.

Through Bill 20, significant changes to the Local Authorities Election Act (LAEA) were introduced which will significantly impact the administration of the 2025 General Election. Operational plans are in progress to accommodate new requirements, including the introduction of a permanent register of electors, hand counted ballots and political parties and slates.

The custom design for election supply carts was finalized, incorporating feedback and recommendations from Corporate Security.

Implementation of a new election management system to manage worker applications, permanent register of electors, call centre ticketing system and special (mail-in) ballot applications is in progress.

Progress summary



Risk(s) impacting the progress

Legislative changes to direction for the 2025 general election too late for effective implementation



Measuring Our Performance

Legend

— Actuals

■ Expected Future Performance

➔ Progressing as planned

⊖ Not progressing as planned

Performance measures data is not collected outside of the election years.

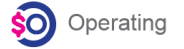


Progress on Service Delivery












PROGRESS STATUS



FUNDING TYPE



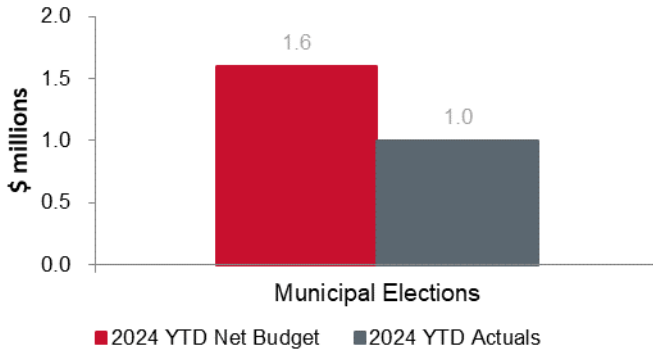
Initiative 1		Impact Area: City-wide	Funding Type:
Improve the voting experience by enhancing and expanding internal and external partnerships with Council, school boards, post-secondary institutions, and community organizations.			
UPDATE 	A Council workshop is planned for October 2024 to engage on preparations for the 2025 General Election, including voting delivery model and potential amendments to the Election Bylaw (Bylaw 35M2018) and breakdown of Bill 20 impacts.		
Initiative 2		Impact Area: City-wide	Funding Type:
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.			
UPDATE 	Feedback was provided to Municipal Affairs regarding Bill 20 changes to the Local Authorities Election Act (LAEA). Administration is currently in the process of participating in further engagement with Municipal Affairs about Bill 20 changes to the LAEA. This is expected to take place in July and August 2024.		
Initiative 3		Impact Area: City-wide	Funding Type:
Better reflect the needs of equity-seeking Calgarians, including newcomers and persons with disabilities by undertaking stakeholder engagement and implement voting process improvements.			
UPDATE 	The accessibility and inclusion strategy was developed for the 2025 General Election. A review of the voting station accessibility inspection process was completed.		
Initiative 4		Impact Area: City-wide	Funding Type:
Identify and implement improvements for future elections through a review of voting technology security.			
UPDATE 	This initiative is complete as of the end of 2023.		
Initiative 5		Impact Area: City-wide	Funding Type:
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.			
UPDATE	Election supply cart modifications were finalized, and Elections received the final design sample. The third-party election supply cart delivery company for the 2025 General Election was secured.		

	Request for Quotation for ballot printing is currently in process.	
Initiative 6	Impact Area: City-wide	Funding Type: 
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.		
UPDATE 	<p>Recruitment of key positions is expected to be complete by the end of the third quarter.</p> <p>A business continuity table-top exercise was held in June. Updating of the Business Continuity Plan is underway.</p> <p>Implementation and updates of several key systems are in progress. This includes the election management system, agenda management system and the public hearing registration system. Updates and implementations are expected to be complete by the first quarter of 2025.</p>	
Initiative 7	Impact Area: City-wide	Funding Type: 
In accordance with Council policy and in anticipation of Council’s future direction, facilitate community-led review of ward boundaries and Council composition.		
UPDATE 	<p>All internal and external engagement has been completed and analyzed.</p> <p>Engagement with Council on draft recommendations will occur in July 2024.</p> <p>Internal partners have been engaged to provide financial and operational impacts from the recommendations to be included in the final report to Council in September 2024.</p>	
Initiative 8	Impact Area: City-wide	Funding Type: 
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.		
UPDATE 	The City’s first recall petition was received in January and verified in April.	
Initiative 9	Impact Area: City-wide	Funding Type: 
Ensure the integrity of elections, by-elections, and vote of the electors by implementing enhancements to procedures, technology, training, and staff capacity.		
UPDATE 	<p>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.</p>	
Initiative 10	Impact Area: City-wide	Funding Type: 
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.		
UPDATE 	<p>Preparations for the 2025 General Election in compliance with legislation are progressing, including process refinement, technology, recruitment, and training plans.</p> <p>Administration is still in the process of understanding and modifying procedures in response to Bill 20 amendments to the Local Authorities Election Act.</p>	



Service Updates on Financial Performance

Net Operating Budget and Actuals as of June 30, 2024

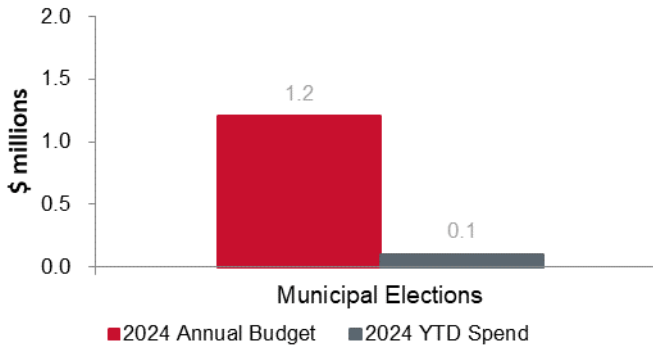


Operating Budget Updates - 2024 YTD net operating budget vs actuals:

Municipal Elections has a favourable operating variance of \$0.6 million. The main reasons that have contributed to the variance are savings in salaries and wages and lower spending on business expenses because of intentionally managed workforce and resources.

As of June 2024, Municipal Elections has begun updates to operational plans in response to changes to the Local Authorities Election Act (LAEA) through Bill 20. Implementation of a new election management system to manage worker applications, permanent register of electors, call centre ticketing system and special (mail-in) ballot applications have all progressed.

Capital Budget and Spend as of June 30, 2024



Capital Budget Updates - 2024 total capital budget vs 2024 YTD spend:

Municipal Elections has spent 8.2 per cent of the 2024 approved capital budget.

In 2024, the capital expenditures have been primarily used to finalize the election supply cart modifications. The election carts are slated to be ordered and delivered in the second half of the year. It is anticipated that most of the capital will be spent by year end.