

# Branch — Office of the City Clerk

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## Introduction

The Office of the City Clerk is the primary contact regarding City Council processes and decisions, and ensures that Council business and decisions comply with legislation. It provides non-partisan legislative advice and resources to elected officials, procedural advice and support to City Administration, and facilitates the access and involvement of the public.

The office manages the quasi-judicial process for tribunal hearings, civic agency meetings, and civic agency appointments. The City Clerk is the Returning Officer for municipal elections and the office conducts municipal elections and the municipal census.

The office manages the corporate records program and is the clearing house for Freedom of Information and Protection of Privacy requests for the corporation. It also supports administrative and financial functions for the elected officials.

With a commitment to openness and transparency, the office helps to build strong local government by connecting citizens to their local leadership and by removing potential barriers to citizen participation in the democratic process. Citizens have the opportunity to:

- Appeal a property assessment or development that impacts them
- Speak before Council or submit correspondence to Council
- Attend City Council or Committee meetings in person or watch proceedings via live streaming video
- Access Council decisions electronically or in person
- Request access to information (public records)
- Cast a vote in municipal elections
- Participate in the biennial census



## In 2013 the Office of the City Clerk . . .

- Conducted the 2013 civic election
- Updated the Council orientation program
- Continued the records management system (Cit-e File) implementation in tandem with Workspace Edmonton
- Implemented an automated/integrated Council report process (SIRE II) throughout the corporation
- Completed the consultation phase of the review of Civic Agency policies and reports to Council
- Participated in corporate discussions on the potential provincial review of the *Municipal Government Act*
- Set up a Tribunal web site independent from the City of Edmonton web site

## In 2014 the Office of the City Clerk will . . .

- Finalize the five-year strategic plan for the Branch
- Actively contribute to the corporate initiative on Information Management (e.g. records management, electronic records management systems, compliance with FOIP)
- Continue to enhance opportunities for public engagement through various social media, enhanced website tools and interactions, and a more effective council correspondence process
- Continue participation in the provincial review of the *Municipal Government Act* and Big City Charter
- Review impact of four-year Council terms in relation to Committee structure and other processes

## Branch — Office of the City Clerk

### Approved 2014 Budget – Branch Summary (\$000)

	2012 Actual	2013 Budget	2014 Budget	\$ Change '13-'14	% Change '13-'14
<b>Revenue &amp; Transfers</b>					
User Fees, Fines, Permits, etc.	\$ 1,021	\$ 833	\$ 833	\$ -	-
Grants	247	-	-	-	-
Transfer from Reserves	-	-	-	-	-
<b>Total Revenue &amp; Transfers</b>	<u>1,268</u>	<u>833</u>	<u>833</u>	<u>-</u>	<u>-</u>
<b>Expenditure &amp; Transfers</b>					
Personnel	6,341	7,270	7,089	(181)	(2.5)
Materials, Goods & Supplies	311	400	389	(11)	(2.8)
External Services	2,297	1,661	1,958	297	17.9
Fleet Services	13	13	16	3	24.3
Intra-municipal Services	787	291	281	(10)	(3.5)
Utilities & Other Charges	875	943	838	(105)	(11.1)
Transfer to Reserves	-	-	-	-	-
Subtotal	<u>10,624</u>	<u>10,578</u>	<u>10,571</u>	<u>(7)</u>	<u>(0.1)</u>
Intra-municipal Recoveries	-	-	-	-	-
<b>Total Expenditure &amp; Transfers</b>	<u>10,624</u>	<u>10,578</u>	<u>10,571</u>	<u>(7)</u>	<u>(0.1)</u>
<b>Net Operating Requirement</b>	<b>\$ 9,356</b>	<b>\$ 9,745</b>	<b>\$ 9,738</b>	<b>\$ (7)</b>	<b>(0.1)</b>
<b>Full-time Equivalents</b>	71.1	72.1	72.1	-	-

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## Budget Changes for 2014 (\$000)

### Revenue & Transfers - Changes

No Revenue & Transfer changes.

### Expenditures & Transfers - Changes

#### Personnel (\$181)

Movement within the job rates and benefits are \$169, offset by \$350 in savings related to the implementation of the four year Municipal Election and two year Census cycle.

#### Material, Goods & Supplies (\$11)

The reduction is due to savings in copier lease and desktop support.

#### External Services \$297

Increases are primarily related to additional costs associated with tribunal board operations to align with historical requirements.

#### Fleet Services \$3

Due to increase in fuel.

#### Intra-municipal Services (\$10)

Due to a decrease in building maintenance fees.

#### Utilities & Other Charges (\$105)

The decrease is related primarily to the implementation of the four year Municipal Election and two year Census cycle.

### Full-time Equivalents - Changes

No changes to Full-time Equivalents.

# Branch — Office of the City Clerk

## Approved 2014 Budget – Program Summary (\$000)

### Program Name - Elections and Census

#### Link to 10-Year Strategic Goals



#### Results to be Achieved

A biennial municipal census is scheduled for 2014. The census is the official count of population living in dwelling units in the City of Edmonton. In years when a census is not conducted, the budget is used for business-related planning and as funding for future elections or censuses. A ward boundary review will be initiated by September of 2014.

#### Cost Drivers

- Municipal Census Policy C520B, Ward Boundary Policy C469A and Bylaw 15142
- City population growth

#### Service Standards

Current, reliable census data is used by the City to plan and provide services and to maximize per capita grant funding from provincial and federal sources. Businesses and community organizations use the census data for marketing and planning purposes; basing decisions on regularly updated demographics results in more appropriate, proactive use of revenue and resources. The Ward Boundary Review report includes use of the current census data to produce up-to-date measures for planning.

Resources (\$000)	2012 Actual	2012 Budget	2013 Budget	2014 Budget
Revenue & Transfers	\$ 588	\$ 213	\$ 213	\$ 213
Expenditure & Transfers	2,861	3,078	2,559	2,093
Subtotal	2,273	2,865	2,346	1,880
Intra-municipal Recoveries	-	-	-	-
Net Operating Requirement	\$ 2,273	\$ 2,865	\$ 2,346	\$ 1,880
Management		-	1.0	1.0
Professional/Technical/Union Exempt		1.0	1.0	1.0
Union		2.0	2.0	2.0
Temporary		5.0	5.0	5.0
Full - Time Equivalents		8.0	9.0	9.0

#### 2013 Services

The 2013 municipal election was planned and conducted in accordance with provincial and municipal legislation to ensure citizens had the opportunity to vote and to ensure production of timely and accurate voting results.

#### Changes in Services for 2014

In the past, collection of census data has been obtained through door-to-door canvassing of neighbourhoods. In 2014, respondents will have the option of completing their census via the online application. Online completion will enable residents absent from their homes to complete the census. Fewer canvassers are required, which will result in personnel cost savings.

# Branch — Office of the City Clerk

## Approved 2014 Budget – Program Summary (\$000)

### Program Name - Governance, Tribunals, Corporate Records, and Administration

#### Link to 10-Year Strategic Goals



#### Results to be Achieved

Office of the City Clerk supports democratic governance by managing Council meetings, providing for public input and access to decisions, supporting quasi-judicial bodies and civic agencies, developing a corporate records program, managing Freedom of Information and Protection of Privacy requests, and providing support to Councillors' offices.

#### Cost Drivers

Legislative requirements (provincial legislation and city bylaws).

Numbers of Council meetings, tribunals appeals, corporate records generated, and public requests for information.

#### Service Standards

The Office of the City Clerk's mandate is to meet legislative requirements 100% of the time. The Office is dedicated to understanding the needs of the community and corporation, and to providing high quality, responsive services to customers in a professional manner. Council's strategic roadmap to a well managed city guides the work and standards of the Office of the City Clerk.

Resources (\$000)	2012 Actual	2012 Budget	2013 Budget	2014 Budget
Revenue & Transfers	\$ 681	\$ 876	\$ 619	\$ 620
Expenditure & Transfers	7,763	7,834	8,019	8,478
Subtotal	7,082	6,958	7,400	7,858
Intra-municipal Recoveries	-	-	-	-
Net Operating Requirement	\$ 7,082	\$ 6,958	\$ 7,400	\$ 7,858
Management		4.0	3.0	3.0
Professional/Technical/Union Exempt		20.2	20.2	20.2
Union		38.9	39.9	39.9
Temporary		-	-	-
Full - Time Equivalents		63.1	63.1	63.1

#### 2013 Services

Manage more than 140 Council and Committee meetings and process more than 700 citizen requests to speak. Administer some 3,000 complaints or appeals to tribunals, and at least 300 Freedom of Information and Protection of Privacy requests. Provide support for 60 civic agencies and 13 Business Revitalization Zones. Continue implementation of corporate file management program and manage storage and retrieval services for some 80,000 cubic feet of records. Provide support to Councillors' offices, including processing more than 5,000 pieces of Council correspondence.

#### Changes in Services for 2014

Continue to enhance opportunities for public engagement through various social media, enhanced website tools and interactions, and a more effective council correspondence process. Actively contribute to the corporate initiative on Information Management (e.g., records management, electronic records management systems, compliance with Freedom of Information and Protection of Privacy Act). Continue participation in the provincial review of the Municipal Government Act and Big City Charter.

# Branch — Office of the City Clerk

## Program - Governance, Tribunals, Corporate Records, and Administration Federation of Canadian Municipalities (FCM)

**FUNDED**

### Results to be Achieved

This service package is to fund The Federation of Canadian Municipalities Annual Conference and Trade Show, which will be held in Edmonton in 2015. The outcome of the FCM is to bring a national voice to municipal government. This service package aligns with Council's Goals: Improve Edmonton's Livability and Diversify Edmonton's Economy.

### Description

The Federation of Canadian Municipalities Conference and Trade Show is being hosted in Edmonton from June 5, 2015 - June 8, 2015. This major conference is attended by representatives of municipalities across the country. It is anticipated that funding will be provided by the City of Edmonton and major corporate sponsorships. This is a request for one-time funding.

### Background

The FCM has been the national voice of municipal government since 1901. Members include Canada's largest cities, small urban and rural communities and 21 provincial and territorial municipal associations. The FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Federal policy and programs affect every one of Council's goals. This conference is held in a different Canadian location each year. The conference was last held in Edmonton in 2004.

### Options

The City of Edmonton has committed to this conference.

### Implications of Not Funding

If the initiative is not funded, Edmonton's image and reputation could be negatively affected. There is an expectation that this conference will be held in a different Canadian location each year and that Edmonton will be an active participant.

incremental (\$000)	2014				2015				2016			
	Exp	Rev	Net	FTEs	Exp	Rev	Net	FTEs	Exp	Rev	Net	FTEs
New Budget	\$ 37	-	37	-	\$ 672	438	234	-	\$ (709)	(438)	(271)	-
Annualization	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 37</b>	<b>-</b>	<b>37</b>	<b>-</b>	<b>\$ 672</b>	<b>438</b>	<b>234</b>	<b>-</b>	<b>\$ (709)</b>	<b>(438)</b>	<b>(271)</b>	<b>-</b>