



ELECTIONS BC

A non-partisan Office of the Legislature

Annual Report **2018/19**
and Service Plan **2019/20 - 2021/22**

Annual Report 2018/19
and Service Plan 2019/20 - 2021/22



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October 22, 2019

Honourable Darryl Plecas
Speaker of the Legislative Assembly
Province of British Columbia
Parliament Buildings
Victoria, British Columbia
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Dear Mr. Speaker:

I have the pleasure to submit Elections BC's Annual Report for the 2018/19 fiscal year and Service Plan for the 2019/20 – 2021/22 fiscal years.

This document reports on Elections BC's activities between April 1, 2018 and March 31, 2019 in support of our Service Plan, and establishes our goals and planned activities for the next three years.

This report is filed in accordance with section 13(1)(a) of the *Election Act*.

Respectfully submitted,

Anton Boegman
Chief Electoral Officer
British Columbia

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Message from the Chief Electoral Officer

I am pleased to present Elections BC's Annual Report for 2018/19 and Service Plan for 2019/20-2021/22 to the Legislative Assembly.

2018/19 was a busy year for Elections BC. Event demands were significant, followed by a time of regrouping and planning for the coming years. Since being appointed Chief Electoral Officer on June 1, 2018, I continue to be impressed by the dedication and resilience of staff at Elections BC. I am proud to lead a team fully committed to providing the best possible service to voters in British Columbia.



Elections BC recently completed a strategic planning initiative which confirmed our key priorities for the next electoral cycle. These priorities recognize the challenges and opportunities of our current environment, and focus on serving democracy in British Columbia through modern, accessible and trusted electoral services, with voters at the centre.

Our key priorities are:

- **Deliver Events** – Elections BC must be ready at all times to successfully deliver electoral events; they are indeed our *raison-d'être*. In 2018/19 we administered the vote by mail 2018 Referendum on Electoral Reform, the 2019 Nanaimo By-election, and the campaign financing and advertising rules for the 2018 General Local Elections. We also administered the financing and advertising rules for five local by-elections and eight local non-election assent votes. We will continue to administer financing and advertising rules for local events in the coming year, and maintain an ongoing state of readiness for on-demand provincial events.
- **Modernize Electoral Services** – We are always looking for ways to provide better service and meet the changing needs of our stakeholders. Some innovation can take place without legislative change, while other improvements require it. In May 2018, we tabled a report with the Legislative Assembly outlining how to modernize the voting process using technology, which requires legislative change. We see significant benefits to voters in B.C. should legislators adopt our recommendations, including better service, faster results reporting, and efficiencies in staffing and data sharing. Our recommendations are based on secure, proven technology that has been used successfully in provincial elections in Canada. With or without legislative change, we will continue to look to modernize electoral services wherever possible.
- **Improve Accessibility and Inclusivity** – To foster a vibrant democracy we must engage all eligible voters in the electoral process. This is particularly true for voters that face administrative barriers to participation, including youth, new Canadians, Indigenous voters and voters with low English literacy. Our role is to ensure accessibility by providing information about the electoral process and reducing physical and administrative barriers to participation. On an ongoing basis, we conduct outreach and engage in partnerships to increase awareness of how to register and vote. We are developing an outreach strategy for the coming years to increase our efforts in this area.

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- **Build Organizational Capacity** – Having a strong and resilient organization is key to Elections BC's success. We have seen our mandate grow considerably over the past few years. In 2014, we began overseeing the campaign financing and advertising rules for local elections in B.C., and in 2017 provincial electoral finance requirements were expanded considerably. Our increased mandate, the overlap of multiple provincial and local events, and the ongoing requirement to be ready for an on-demand provincial election have impacted the workload and work-life balance of our staff. To help us deliver on our mandate and remain resilient, we realigned the organization in 2018 to build management depth and create leadership pathways for staff. We will continue to engage our partners, increase opportunities for collaboration inside and outside our organization, and enhance our planning framework to support this key priority moving forward.
 - **Protect Electoral Integrity** – Electoral integrity will always be a priority for Elections BC. As recent events in Canada and other countries have demonstrated, the risks of malicious interference, such as cyber activity against administrative infrastructure, has grown significantly. These risks include foreign cyber attacks, online disinformation campaigns, and efforts to undermine voter confidence in electoral processes. Thankfully, we have not observed these threats on a large scale in B.C. Nonetheless, these risks are real and must be considered and mitigated. We are conducting research and consulting with experts to develop strategies to address these risks. Where gaps exist in our regulatory capacity to respond to these threats, we will develop recommendations for legislative change. To address this topic comprehensively, we will also take action in communications, outreach and public education over the coming years.

While our workload in 2018/19 was substantial, I am proud of the exceptional service my staff provided our stakeholders while delivering multiple events concurrently. As this report outlines, the strategic context election administrators operate in is changing, and the next business cycle will present Elections BC with both challenges and opportunities. I am confident that my office will address these challenges effectively, and I am excited by the opportunity to improve the electoral experience for all voters in British Columbia.



Anton Boegman
Chief Electoral Officer
British Columbia
October 2019

The organization

Elections BC is the independent, non-partisan Office of the Legislature responsible for administering provincial general elections, by-elections, referenda, initiative petitions and recall petitions, and for overseeing the campaign financing and third party advertising rules for local elections, by-elections and non-election assent voting.

For operational purposes, the organization is divided into three streams comprising five program areas and eleven work units.

Chief Electoral Officer

The Chief Electoral Officer has overall responsibility for Elections BC and is the head of the Communications program area.

Communications

The Communications program area is responsible for media relations and external communications, reporting to the Legislative Assembly, voter outreach, and public education programs about voter registration and the electoral process.

Deputy Chief Electoral Officer, Corporate Services

The Deputy Chief Electoral Officer, Corporate Services, has overall responsibility for two program areas: Information Technology and Corporate Services.

Information Technology

The Information Technology (IT) program area provides information management systems and supporting infrastructure encompassing all aspects of electoral administration to Elections BC and comprises two work units: Application Services and Technical Services.

Application Services

Applications Services leads software planning, design, development and procurement, and implementation and maintenance of corporate business systems. As well, Applications Services leads the planning, development and implementation of IT policies and procedures required to support this work.

Technical Services

Technical Services plans, designs, develops, procures and implements technical infrastructure, and performs systems operations, administration, security and maintenance. In addition, Technical Services leads planning, development and implementation of IT policies and procedures required to support this work.

Corporate Services

Finance and Facilities Administration

The Finance and Facilities Administration work unit provides financial and administration services to Elections BC. These services include budget development, revenue and expenditure forecasting, financial accounting and control, financial reporting, contract administration, accounts processing, administrative and facilities services, and payroll for Elections BC's core employees and over 23,000 temporary staff during a provincial election.

Human Resources and Development Services

Human Resources and Development Services provides human resource services for Elections BC's public service employees, 87 district electoral officers (DEOs) and their deputies, as well as temporary staff and election officials. Responsibilities include the recruitment and selection of human resources, employee relations, training and development, occupational health and safety and all related human resource activities.

Investigations

The Investigations work unit is responsible for Elections BC's compliance and enforcement framework. This includes leading and conducting investigations and other enforcement activities.

Corporate Planning and Strategic Initiatives

The Corporate Planning and Strategic Initiatives work unit is responsible for effectively planning and leading electoral events, both scheduled and on-demand. This includes coordinating support activities across the organization and leading post-event reporting and evaluation. The work unit also has overall responsibility for strategic planning, performance measurement, risk management, operational support to the Chief Electoral Officer, policy analysis and development, research services, records management, freedom of information and privacy.

Deputy Chief Electoral Officer, Electoral Finance and Operations

The Deputy Chief Electoral Officer, Electoral Finance and Operations, has overall responsibility for two program areas: Electoral Finance and Electoral Operations.

Electoral Finance

Provincial Electoral Finance

The Provincial Electoral Finance work unit is responsible for interpreting legislation and ensuring compliance with electoral financing law including those established by the *Election Act* and the *Recall and Initiative Act*. This includes registering political parties, constituency associations and third party advertisers, and reviewing and auditing financial reports of political parties, constituency associations, candidates, leadership contestants, proponents and opponents, MLAs and third party advertisers.

Local Elections Campaign Financing

The Local Elections Campaign Financing work unit is responsible for planning and administering the campaign financing and third party advertising provisions for local elections and non-election assent voting, including ensuring compliance with those provisions. The work of this unit includes: registering advertising sponsors; creating and providing disclosure statement forms and educational material for candidates, elector organizations and advertising sponsors; receiving, reviewing, and publishing disclosure statements; and providing support and advice to local election participants, administrators and the public.

Electoral Operations

Voter Services

The Voter Services work unit maintains the provincial voters list, manages all voter registration services, and coordinates voter data integration from external agencies including Elections Canada, BC Vital Statistics, and the Insurance Corporation of BC. Voter Services also manages voters list improvement activities including voter registration drives and enumerations, and produces and distributes the provincial voters list to Members of the Legislative Assembly, political parties, candidates, and local governments.

Electoral Geography

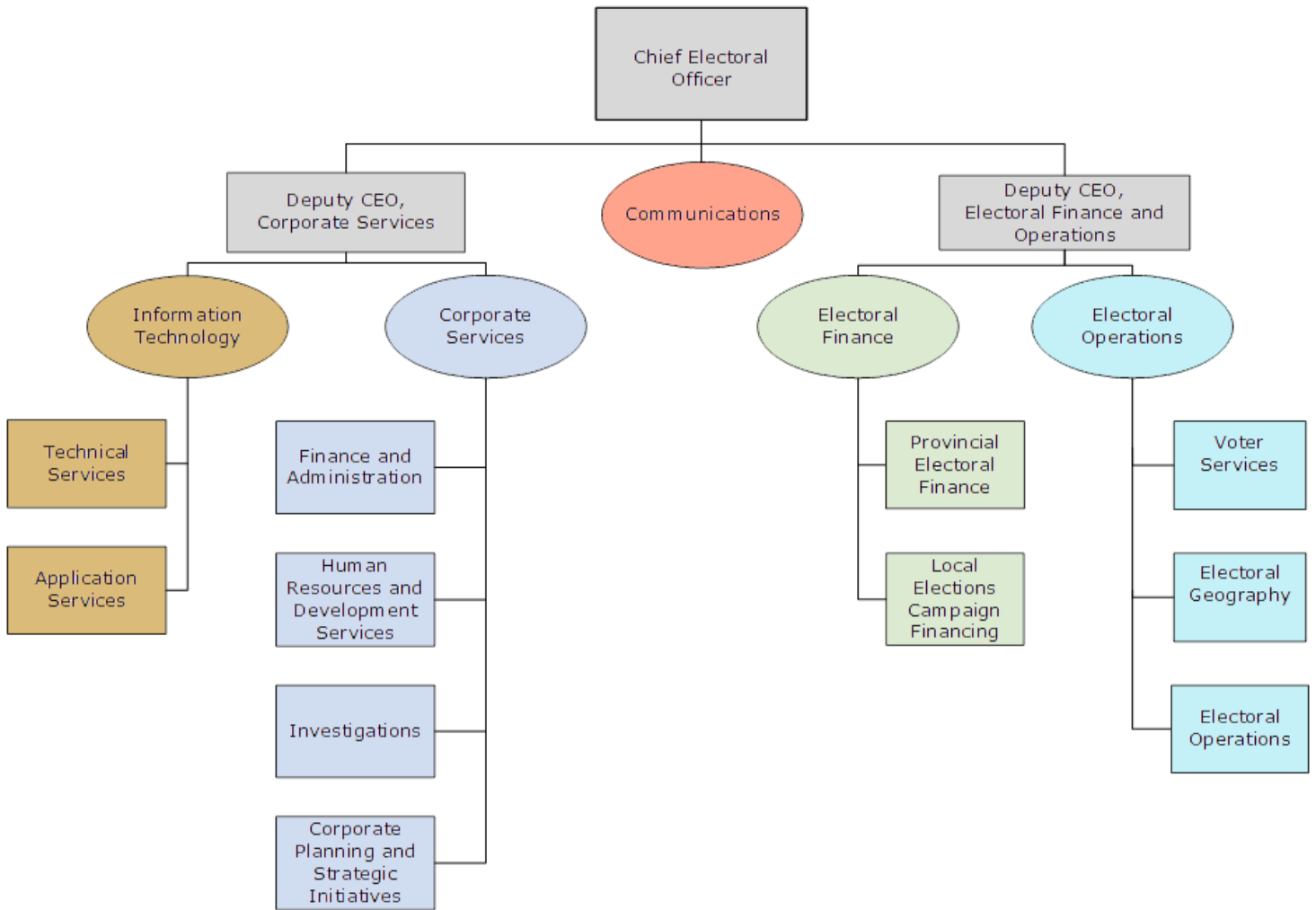
The Electoral Geography work unit is responsible for maintaining provincial electoral and administrative boundaries. The work unit also produces and distributes a full suite of electoral geography products, including provincial electoral boundary maps, voting area maps and voting place maps.

Electoral Operations

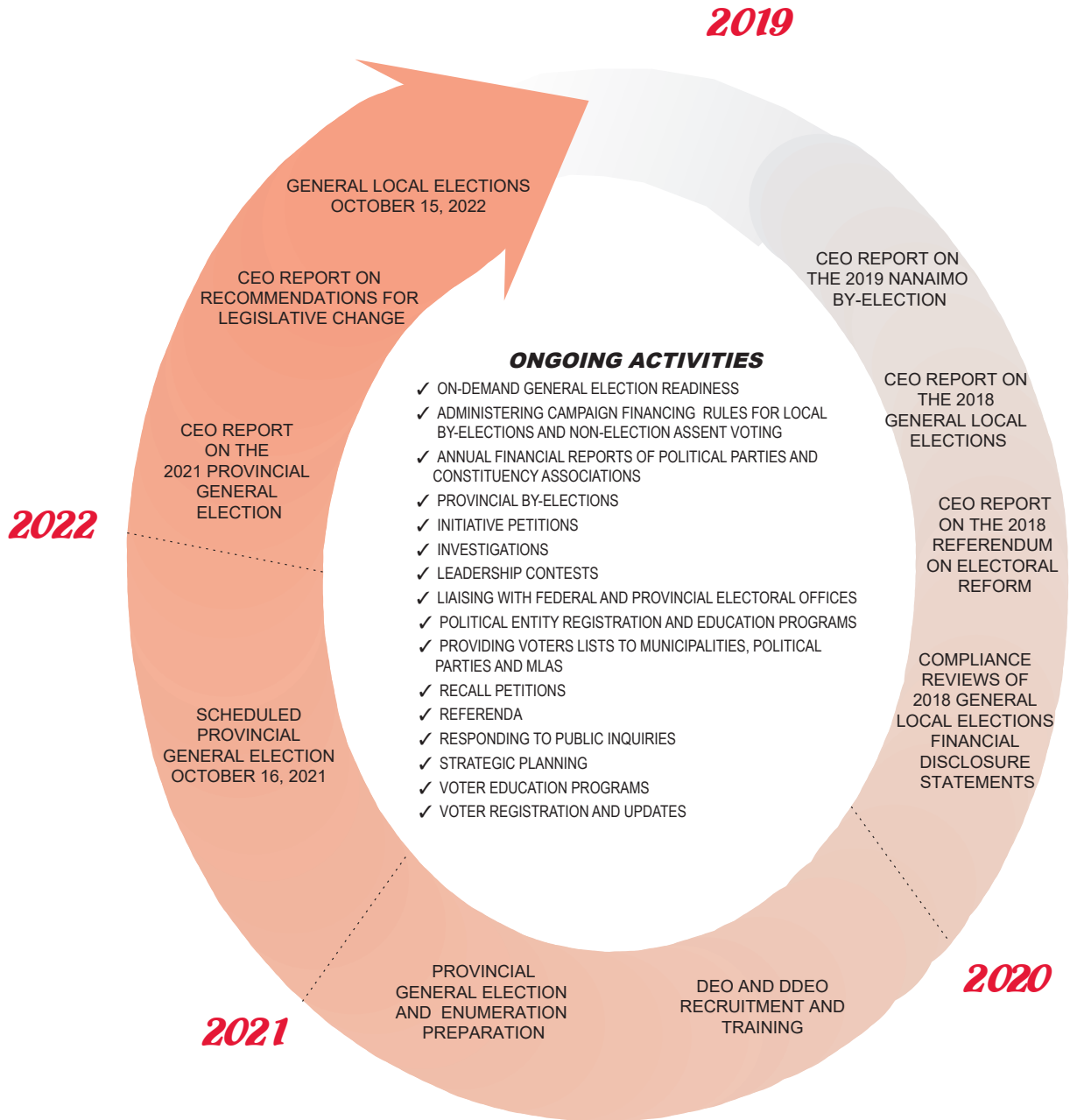
This work unit is responsible for administering electoral operations for all provincial events including general elections, by-elections, referenda, plebiscites, recall petitions, and initiative petitions and initiative votes. Electoral Operations manages Elections BC's 87 district electoral officers, their deputies and over 23,000 election officials, who in turn administer provincial elections in the field across the province. Electoral Operations oversees the administration of candidate nominations, accessible voting, ballot counting and results reporting, and manages Elections BC's warehouse.

Electoral Operations is also responsible for training all election officials, from district electoral officers to the over 23,000 election officials who serve voters directly in the voting place.

ORGANIZATION CHART



BUSINESS CYCLE 2019-2022



Strategic planning and performance

With a new Chief Electoral Officer, a recent realignment of our organizational structure and a strong interest among our stakeholders to modernize electoral services, an update to our strategic plan was seen as essential. Our new strategic plan was recently completed and directs our work for the years 2019 to 2026, the term of the current Chief Electoral Officer.

Strategic context

The first step in our strategic planning process included reviewing the forces in and around our organization that could significantly impact, both positively and negatively, our ability to successfully deliver electoral events. We conducted an environmental scan through research and senior management input to determine the key forces, noted below, that influence our strategic decision-making.

Changing citizen expectations

Equal in size to the baby-boomer generation, millennials, generally described as those born between 1980 and 2000, will all be eligible to vote by the end of 2019. Millennials were born into technology that has transformed how we live. The internet, PCs, tablets, cell phones, texting and Google are just a few examples of the ground-breaking innovations that emerged over the same timeframe.

Older generations have also embraced much of the technology popular among younger cohorts. This widespread adoption has not only changed our lives but also citizen expectations of government services. People expect information and service to be faster and more efficient.

Electoral agencies across Canada have begun introducing technology to voting processes, in an effort to increase accessibility and efficiency. At the same time, agencies have expanded the scope of the online and self-service options available to their stakeholders to provide better and more efficient client service.

With technology becoming less expensive and more powerful, Elections BC sees significant opportunities for innovation and modernization in the coming years. In 2018, the Chief Electoral Officer outlined the benefits of voting modernization in a report to the Legislative Assembly. In July 2019, the Attorney General wrote the Chief Electoral Officer to advise them that government intends to introduce such changes for the legislature's consideration in a timeframe that supports their implementation in time for the scheduled provincial election in 2021. As technology becomes more central to election administration, we are mindful of the need to put voters' needs first and of the importance of protecting personal information and electoral integrity.

Electoral readiness

Currently, Elections BC is maintaining a state of readiness to deliver a provincial election at any time due to B.C. experiencing its first minority government since 1953. We are also ready to deliver, at any time, provincial by-elections, recall petitions, initiative petitions and votes, referenda and plebiscites as well as the electoral financing provisions of these events, and those of leadership contests, local government by-elections and local government assent votes. This requires that systems and procedures must be in place for each of these electoral processes.

When these events occur and their preparations overlap, resources in the organization become engaged in event delivery. Elections BC must be able to adapt quickly to any introduction of legislative change, which can cause significant adjustment to how we administer electoral events.

Voter participation

Over the last thirty-plus years, the proportion of eligible voters participating in B.C. provincial elections declined from 70% in 1983 to a low of 51% in 2009. Recent statistics suggest that this decline has stabilized and perhaps even reversed, with turnout increasing over the past two provincial general elections to 58% in 2017.

Although improvements may be at hand, Elections BC must remain attentive to participation as it remains low by historical standards and there are sharp disparities in voting behaviour between voters of different demographic groups. Elections BC's role is to open doors to participation through the provision of accessible information and the reduction or removal of physical and administrative barriers.

External threats

External threats to electoral administration may take several forms. Currently, the primary concern is with cyber threats. Cyber threat activity to electoral administration comes in several forms, including targeted system attacks of political participants and election agencies, foreign interference, and deliberate disinformation campaigns. The end goal of these threats is to discredit the electoral system, decrease transparency, and create a non-level playing field.

A second form of cyber threat to electoral bodies involves activity against electoral processes. Currently, cyber threats to electoral processes in other jurisdictions have targeted electoral agencies' websites or voter data in an attempt to discredit the electoral system.

Much of the observed cyber threat activity in Canada to date is at the federal level. However, the recent U.S. Senate Intelligence Committee Report on Russian Active Measures noted that all 50 U.S. states have also been targeted. Elections BC must be proactive in addressing these risks in the expectation that the growth of this type of activity will lead to targeting other levels of government in Canada.

Strategic plan

The mandate, vision, mission, values and priorities from our 2019-2026 Strategic Plan will guide our work for the period covering the extent of this Service Plan (2019/20-2021/22).

Mandate

Elections BC is the independent, non-partisan Office of the Legislature responsible for administering electoral processes in British Columbia in accordance with the *Election Act*, *Local Elections Campaign Financing Act*, *Recall and Initiative Act*, and *Referendum Act*.

Vision

To be leaders in electoral administration through the delivery of modern, accessible and trusted electoral services designed with British Columbians at the centre.

Mission

To serve democracy in British Columbia through the fair and impartial administration of electoral processes.

Our values

Accountability	We take responsibility for our actions and decisions, and make effective use of resources.
Impartiality	We treat all voters, candidates, political parties, elector organizations and other stakeholders fairly.
Innovation	We explore new ways to improve service levels and respond to change.
Integrity	We are honest, and our decisions and actions are consistent with our values.
Respect	We value the diversity of our colleagues and stakeholders, build collaborative relationships based on an understanding of our differences, and maintain dignity in all our interactions.
Service	We strive to anticipate and meet the diverse and evolving needs of our stakeholders.
Transparency	We are open about how we work and communicate issues that may impact our stakeholders.

Priorities

Elections BC is guided by five strategic priorities as it pursues its vision. The top priority is to deliver events as mandated through legislation. The supporting priorities reflect who we are, the environment in which we operate and what we plan to achieve for the duration of this strategic plan.

Elections BC is pursuing a number of strategies to achieve its priorities. The following table describes each priority and its associated strategies.

Top Priority	
<p>Deliver Events Be ready for and successfully deliver electoral events.</p>	<ul style="list-style-type: none"> ▪ maintain a high quality voters list throughout the business cycle ▪ maintain organizational readiness for on-demand events ▪ ensure critical information systems are maintained and ready when events are initiated ▪ develop and maintain a business continuity program to ensure electoral events can be successfully delivered
Supporting Priorities	
<p>Modernize Electoral Services Find new opportunities to enhance service and increase efficiency to meet the changing needs of our stakeholders.</p>	<ul style="list-style-type: none"> ▪ develop processes to enhance service, increase accessibility and encourage compliance ▪ put voters' needs first when designing electoral programs, processes and services ▪ enhance tools to support two-way communication with voters and political participants ▪ seek continuous improvement and make recommendations for legislative change ▪ ensure information systems are enhanced as appropriate and adapted to changing legislation ▪ consider environmental impact of electoral events when designing processes and services

Supporting Priorities	
<p>Improve Accessibility and Inclusivity Engage all eligible voters in the electoral process.</p>	<ul style="list-style-type: none"> ▪ communicate with voters through multiple channels to increase their knowledge of when, where and how to vote ▪ increase accessibility to voting through stakeholder consultation, communication and partnerships with an emphasis on Indigenous communities ▪ ensure administrative and physical barriers to participation are minimized
<p>Build Organizational Capacity Build strength and resiliency by managing strategically, enhancing internal and external relationships and enabling employee development.</p>	<ul style="list-style-type: none"> ▪ encourage knowledge transfer and communication to facilitate cross-program collaboration and to grow our organizational capacity and resilience ▪ engage in and nurture partnerships to fill gaps in our capacity and to support effective delivery ▪ continuously improve our processes to ensure we use our resources wisely ▪ maintain a resilient planning framework to ensure strategic projects are prioritized and well managed, and resources are allocated effectively
<p>Protect Electoral Integrity Address challenges to democracy, trust and electoral integrity posed by cyber threats and other coordinated inauthentic behavior.</p>	<ul style="list-style-type: none"> ▪ adapt or introduce systems and processes to respond to threats to electoral integrity and ensure transparency and compliance are maintained ▪ support political participants to understand their legislated requirements and promote compliance ▪ ensure we have robust and effective complaints management, investigation, and enforcement practices ▪ build and maintain trust in Elections BC as the province's non-partisan elections administrator and authoritative source of information regarding B.C.'s electoral processes ▪ develop and implement public education programs to build voter capacity to navigate this new environment

Performance

A unique characteristic of Elections BC is that there is uncertainty about the type, timing and number of events we will deliver in any given year. Progress against specific strategies, and even priorities, may not receive the attention planned if delivery of events, our top priority, consumes a great deal of organizational resources.

To ensure we stay on track or identify where we may have slipped, we identify critical performance indicators (CPIs) related to our priorities and set targets by fiscal year for the term of this Service Plan. We measure and report on our performance annually against those targets. Some of our indicators can only be reported when we are called upon to deliver particular types of events.

A number of indicators that Elections BC previously reported on have changed based on the new strategic plan. Some measures have been discontinued as our future focus is no longer in these areas. Indicators that are no longer relevant will not be reported in this document.

Top Priority – Deliver Events

Be ready for and successfully deliver electoral events.

Looking back

In the 2018/19 fiscal year, Elections BC administered:

- the vote by mail 2018 Referendum on Electoral Reform
- the 2019 Nanaimo By-election
- campaign financing and advertising requirements for the 2018 General Local Elections, five local by-elections and eight local non-election assent voting events
- the initiative petition process for an initiative to cancel the Site C Dam Project

Elections BC also maintained an ongoing state of readiness to ensure we can deliver an on-demand general election on short notice.

Looking forward

Work continues into late 2019 on the 2018 General Local Elections as we complete the review of financial reports filed by participants. We will also table reports of the Chief Electoral Officer with the Legislative Assembly on the events of 2018/19. Presently there are no scheduled events until the 42nd Provincial General Election in 2021/22. Planning and preparation for potential on-demand events will continue.

With the ongoing minority government, Elections BC remains focused on maintaining an up-to-date voters list. Work planned for the 2019/20 fiscal year includes updating technical processes to ensure Elections BC can effectively update the provincial voters list using data from Elections Canada's National Register of Electors.

Elections BC is represented on the Register of Electors subcommittee of the Secretariat for Electoral Coordination. The subcommittee is studying ways that Canada's federal, provincial and territorial electoral management bodies can collaborate more efficiently and effectively to ensure the ongoing accuracy of voters lists, particularly when voters move between jurisdictions. The subcommittee is due to report on its findings at the end of the 2019/20 fiscal year.

Critical performance indicators

Critical performance indicators for this priority include the quality of the provincial voters list and the results of client satisfaction surveys.

Provincial voters list: The provincial voters list is a list of the names and residential addresses of the voters registered in each electoral district. Voters list quality is determined using the following measures:

Coverage	Percentage of voters on the list compared to the number of eligible voters in the province
Currency	Percentage of voters on the list at their current address
Net currency	Percentage of eligible voters on the list at their current address

A high-quality voters list increases the effectiveness of Elections BC's addressed voter mailing campaigns, such as Where to Vote cards. In a provincial election, or a local election where the provincial list is used, an accurate list improves the voter's experience by providing a streamlined voting process at the voting place. Voters list quality is a critical performance indicator because a high-quality voters list is vital to the needs of Elections BC and its stakeholders.

Performance indicator	2017/18 Actual	2018/19 Target	2018/19 Actual	2019/20 Target	2020/21 Target	2021/22 Target
Coverage*	94%	91%	93%	91%	91%	95%
Currency**	94%	N/A	N/A	N/A	N/A	95%
Net currency**	89%	N/A	N/A	N/A	N/A	90%

* All voters list quality indicators are based on population projections or surveys conducted on behalf of Elections BC by an independent third party.

** Voters list quality surveys, required to define currency results, occur in conjunction with general elections.

Elections BC exceeded the targeted coverage level in 2018/19, due in large part to the increased voter registration activity generated by electoral events. The 2018 General Local Elections and Referendum on Electoral Reform, as well as the requirement for ongoing readiness for an on-demand provincial general election, required continuous efforts to maintain the coverage and accuracy of the voters list in fiscal year 2018/19.

Ninety-one local governments used extracts from the provincial voters list to administer the 2018 General Local Elections. After the elections, local governments provided information collected at voting places to Elections BC to update the provincial voters list. From this information, 15,032 new voters were added and 65,011 existing voter records were updated.

In the 2018 Referendum on Electoral Reform, over 97,000 registration transactions were received through the Online Voter Registration System and by telephone in the lead-up to the voting package mail-out. A further 50,000 transactions were collected during the voting period. As planned in the 2017/18 Annual Report, the Online Voter Registration system was enhanced to provide a more mobile-friendly user experience, and to provide voters with the ability to request a referendum voting package online.

Satisfaction: Percentage of respondents satisfied or very satisfied with Elections BC service

Elections BC surveys voters after provincial general elections to obtain a variety of feedback. Surveys help us determine how we can better deliver events to our stakeholders. In this survey, we asked voters how satisfied they were with the way Elections BC administered the election as a broad measure of how well we delivered the event in the eyes of voters. For the 2017 Provincial General Election, 57% of survey respondents were very satisfied and 33% were satisfied providing an overall score of 90%.

The next planned survey will be conducted in conjunction with the 42nd Provincial General Election scheduled for October, 2021. Opportunities may arrive before that time to measure satisfaction of an on-demand event or other service.

CPI	2018/19 Target	2018/19 Actual	2019/20 Target	2020/21 Target	2021/22 Target
Satisfaction	80%	N/A	85%	85%	85%

Due to the heavy demands of the 2018 Referendum on Electoral Reform and the 2018 General Local Elections, a survey of satisfaction was not completed in 2018/19.

Supporting Priority – Modernize Electoral Services

Find new opportunities to enhance service and increase efficiency to meet the changing needs of our stakeholders.

Looking back

During the 2018 Referendum on Electoral Reform, Elections BC developed a system to process returned envelope data against issued voting packages to confirm validity. These automated processes and use of image files to adjudicate exceptions made ballot processing faster. Elections BC also successfully employed high-speed tabulators to count the referendum ballots accurately and quickly. This is an example of Elections BC incrementally increasing the use of technology to deliver electoral events within the constraints of our legislation.

In May 2018, Elections BC tabled a report on recommendations for legislative change to the *Election Act* within which key elements would enable an increased use of technology in election administration. This report included an appendix entitled Voting Modernization in BC that provided detail on the context, issues and opportunities related to the adoption of technology that aims to provide the following benefits for British Columbians:

- better service to voters through a first-come-first-served (or “bank teller”) model
- the ability to provide close to real-time voter participation data in most locations to facilitate get out the vote efforts
- a more efficient administrative staffing model with fewer officials required in a technology enabled voting place
- more timely results - by using tabulators, voter strike-off and ballot on-demand systems, most absentee ballots could be tabulated where cast and results could be reported on election night faster than they are now

Since submitted, these recommendations have received positive feedback from our stakeholders. We have been planning what these changes might look like if legislative change is adopted.

Looking forward

Feedback from the Ministry of the Attorney General has been encouraging with regard to our recommendations to modernize elections. As such, we will continue to refine our vision of a modern voting system in order for us to deliver on this vision in the 2021 Provincial General Election. Assuming our recommendations for legislative change are adopted this year, we plan to have our modernization requirements defined to a degree that procurement and development of the systems can begin before the fiscal year ends.

Modernization of electoral services is also occurring in other areas as a result of legislative change. We are working on implementing changes to our Financial Reports and Political Contributions System (FRPC). This system is for public viewing and printing of images of financial reports filed with Elections BC under the *Election Act*, *Local Elections Campaign Financing Act* and the *Recall and Initiative Act*. This work is to ensure the system can accommodate:

- new registration and financial filing requirements mandated by Bill 53 - *Recall and Initiative Amendment Act, 2018*
- election expense reimbursements and 3rd party sponsors as required by Bill 3 - *Election Amendment Act, 2017*

Other areas of modernization that Elections BC is working on include the development of:

- an online portal for provincial nominees to complete and submit nomination documents
- vote by mail processes with improved efficiencies and higher quality outputs

Critical performance indicators

If legislative changes are enacted to modernize B.C.'s voting system, we will identify performance indicators after new processes and procedures are developed.

Supporting Priority – Improve Accessibility and Inclusivity

Engage all eligible voters in the electoral process.

Looking back

On an ongoing basis, Elections BC conducts outreach to increase awareness of voting processes and opportunities, encourage voter registration and promote employment opportunities. Outreach activities include hosting workshops, giving presentations and setting up booths at events.

We continue to partner with organizations to support education and awareness of electoral processes. During the last year, we provided funding to CIVIX to run a professional development conference called Democracy Bootcamp, which was held in February 2019. The conference was designed to improve elementary and high school teachers' political interest and knowledge, improve their instructional capacity to teach students about democracy and citizenship, and increase their commitment to civic education. We also partnered with the Royal BC Museum in Victoria to create six educational loan kits that teachers and community groups can borrow for free to help teach about voting and democracy.

Elections BC partnered with the Democratic Engagement Exchange in the Faculty of Arts at Ryerson University and Immigrant Services Society of BC (ISSofBC) to create education units for Language Instruction for Newcomers to Canada (LINC) and English Language Learner (ELL) instructors to use in their programs. The education units include the BC Election Process and Voting Simulation Lesson Package and the Parliamentary Democracy and The Role of MLAs Lesson Package. The purpose of the education units is to raise awareness and teach adult English Learners about how to participate in the democratic process, including how to register and vote.

Elections BC is a member of the Secretariat for Electoral Coordination's Outreach and Civic Education Subcommittee. The subcommittee collaborated to create a letter and brochure that congratulate new Canadian citizens and provide information about voter registration and voting.

Elections BC staff attended the following events to share information about voter registration and the voting process:

- Inclusion BC Learning Event
- BC Elders Gathering
- BC Social Studies Teachers Association (BCSSTA) Conference
- BC Alternate Education Association (BCAEA) Conference

Looking forward

In conjunction with our revised strategic plan, Elections BC will continue to develop and implement its coordinated strategy for communications and outreach with the goal of improving accessibility and awareness of electoral processes.

We will continue to conduct outreach activities including attending events and conferences to share information about voter registration and the voting process.

From a physical accessibility perspective, it is Elections BC's ongoing practice to ensure that all district electoral offices and advance voting places meet our accessibility criteria during an election. We will continue to provide accessible voting opportunities through telephone, vote by mail and mobile voting for disabled voters or voters with prescribed barriers to attending a voting place.

"There's so much to do to make sure we all get to vote! Thanks Elections BC for keepin' it all happening."

— By-election voter

Critical performance indicator - Electoral awareness: Percent of respondents reporting that they knew what they needed to do to vote.

In the survey conducted after the 2017 General Election, we asked voters if they knew what they "...need to do to vote in a provincial election" as a broad measure of how well voters are informed on voting opportunities. For the 2017 General Election, 56% of survey respondents strongly agreed with this statement and 39% agreed, providing an overall score of 95%.

The next survey will be conducted in conjunction with the 42nd Provincial General Election scheduled for October, 2021, however, opportunities may arrive before that time to measure awareness.

CPI	2019/20 Target	2020/21 Target	2021/22 Target
Electoral awareness	N/A	N/A	95%

Supporting Priority – Build Organizational Capacity

Build strength and resiliency by managing strategically, enhancing internal and external relationships and enabling employee development.

Looking back

In the past year, Elections BC went through an organizational re-alignment to build management depth and increase organizational capacity. Our strategic plan, as outlined, is also key to building capacity and resiliency in our organization.

In the past year, we participated in several mutually beneficial inter-jurisdictional learning and collaborative opportunities including:

- representation on both the program committee and the steering committee of the Council on Governmental Ethics Laws (COGEL)
- participation in the Advisory Committee of Electoral Partners meeting in Ottawa
- provision of instructional, developmental and administrative support to the Canadian Society for Election Official Training (CSEOT)
- participation in the Consortium on Electoral Democracy (C-Dem), which brings together 23 partner organizations, various stakeholders and researchers from across the country to help understand electoral democracy in Canada
- membership on three Secretariat for Electoral Coordination (SEC) subcommittees (Register of Electors, Outreach, and Civic Education and Poll Site Technology)

We also built organizational capacity through partnerships with service providers. During the 2018 Referendum on Electoral Reform, Elections BC partnered with Service BC to issue and receive voting packages throughout the province. This provided accessibility to the referendum process throughout the province while being more effective than Elections BC establishing field offices on its own.

Looking forward

Elections BC continually seeks ways to improve our processes and consistently has a suite of projects for this purpose. We also put our projects through a vetting process, the strategic project prioritization process, to ensure projects are aligned with our strategic priorities and are resourced appropriately. This process is designed to be resilient and react to changes when, for example, resources need to be redirected to on-demand events.

An example of a project that has gone through this vetting process is the planned development of an employee information management system that integrates payroll, recruitment and training functions for election officials and DEO office staff.

Elections BC is also looking forward to providing opportunities for staff to temporarily step into management-level roles. We plan to provide these opportunities as part of ongoing professional development.

Critical performance indicator - Stress and workload: score on the Stress and Workload indicator from the BC Public Service Work Environment Survey

The stress and workload score is a measure of how well we support our employees with the tools and processes that build our organizational capacity. This measure is based on the BC Government's Work Environment Survey, conducted every two years. In previous years, the score was reported as a percentile within the BC Public Service but we have reconsidered this approach, as a change in the score across the public service would influence our percentile rank whether or not our own raw score changed.

The survey asked employees to rate their level of agreement with statements about the degree to which they felt their workloads and work-related stress were manageable.

The most recent score was 64 out of 100 for the 2017/18 year with our future targets indicating a desire to manage employee stress and workload effectively and build organizational capacity.

CPI	2019/20 Target	2020/21 Target	2021/22 Target
Stress and workload	66	N/A*	66

*BC Government Work Environment Survey is conducted in alternating years

Supporting Priority – Protect Electoral Integrity

Address challenges to democracy, trust and electoral integrity posed by cyber threats and other coordinated inauthentic behavior.

Looking back

Supporting political participants with strong customer service and educational outreach leads our efforts to ensure compliance. Our electoral finance teams are always ready to respond to questions and provide support. These teams also provide information sessions throughout the province during event years, as they did for the general local elections in 2018.

Elections BC issued four administrative monetary penalties for failing to follow the reporting requirements related to specified fundraising functions.

Looking forward

In light of challenges experienced in other jurisdictions, we are mindful of the potential risks to electoral processes in B.C. posed by cyber-threats and disinformation campaigns. Mitigating these risks has been a focus in our efforts to protect electoral integrity. Elections BC is conducting research and consultation into these threats with the goal of tabling a report with recommendations for legislative change in late 2019 or early 2020.

Additionally, as noted earlier in this performance section, Elections BC will be developing a coordinated strategy for external communications and outreach to identify communications tactics and outreach activities including efforts to help voters protect themselves from cyber-threat activity and, in turn, maintain trust in our electoral processes.

We will also continue to support political participants in understanding their legal requirements and promote compliance.

Critical performance indicator - Support compliance: Support political participants to understand legislated requirements and promote compliance

Provincial and local compliance: Percentage of total financing reports or statements (such as annual reports and event-related reports) filed by the legislated filing deadline compared to the total number due in the reference fiscal year

The number of reports filed by the deadline in the filing compliance indicators includes reports that were filed by the late filing deadline. Entities that were granted extensions by Order of the Chief Electoral Officer to the filing deadlines for extenuating circumstances are considered to have filed on time if they file by the extended deadline.

To support political participants to understand their filing requirements, Elections BC conducts information sessions at various locations around the province in the lead-up to a major event or filing deadline.

CPIs	2018/19 Target	2018/19 Actual	2019/20 Target	2020/21 Target	2021/22 Target
Provincial and local filing compliance*	98%	99%	98%	98%	98%

* Filing compliance indicators are based on Elections BC administrative records. Previously, provincial and local results were reported separately but have been combined, as our targets are identical.

Of the 228 provincial financing reports required to be filed by the applicable deadlines during 2018/19, 225 clients filed their reports by the initial deadline. Two of the remaining three clients filed their reports by the late filing deadline and one failed to file and has been involuntarily deregistered.

Of the 3,584 local financing disclosure statements required to be filed by the applicable deadlines during 2018/19, 3,557 were filed by the deadline. Of the clients that failed to file by the deadline, 10 filed by the late filing deadline and 17 did not meet the filing requirements and were disqualified from seeking office until after the 2022 General Local Elections.

“Elections BC staff go above and beyond when supporting folks through these reports.”

— Financial agent

Elections BC finances

Looking back (2018/19)

ELECTIONS BC BUDGET PROCESS

The mandate of the Select Standing Committee on Finance and Government Services includes considering and making recommendations on the annual reports, rolling three-year service plans and budgets of Elections BC. During the budget process each fall, Elections BC meets with the Committee and presents our budget proposal for the next fiscal year and the following two fiscal years.

As part of the annual budget development process, the Chief Electoral Officer and deputy chief electoral officers met with the Committee on November 22, 2018. Elections BC provided the Committee with a comprehensive review of the financial results for the previous fiscal year and a budget proposal for fiscal years 2019/20 to 2021/22. The proposal detailed the budget requirements for ongoing operations, capital investments, and event funding needed for the 2018 Referendum on Electoral Reform, to administer campaign financing rules for the 2018 General Local Elections and for ongoing readiness for a provincial general election. In its report of December 19, 2018, the Committee recommended that Elections BC's ongoing (non-event) operating budget for fiscal year 2019/20 be \$11,106,000. The recommended capital budget for 2019/20 was \$855,000, and the event funding recommendation was \$2,954,000. Elections BC was also granted \$4,091,000 in 2019/20 to fund the annual allowances for political parties.

The activities of Elections BC are driven by the legislation it administers and the associated actions of its clients. The timing of by-elections, recall petitions, initiative petitions and other electoral events are not controlled by Elections BC. The Select Standing Committee on Finance and Government Services recognizes that the budget needs of Elections BC are demand driven and has established a process whereby the Chief Electoral Officer advises the chair of the Committee in writing when additional funds are required to administer on-demand electoral events. This process has been followed for all electoral events since 2002.

On February 2, 2018, the Chief Electoral Officer wrote to the chair of the Committee requesting supplementary funding for 2018/19 to administer changes as a result of the *Election Amendment Act, 2017* (Bill 3) and *Local Elections Campaign Financing Amendment Act, 2017* (Bill 15). The request included \$1,384,000 for ongoing operating, \$555,000 for capital, and \$4,571,000 for annual allowance payments for political parties. In accordance with section 215.02 of the *Election Act*, the Chief Electoral Officer must pay an annual allowance to a registered political party whose candidates in the most recent general election received at least (a) 2% of the total number of valid votes cast in all electoral districts, or (b) 5% of the total number of valid votes cast in the electoral districts in which the political party endorsed candidates.

On February 6, 2018 the Chief Electoral Officer and senior staff met with the Committee to review this supplementary funding request. The Committee recommended that Elections BC be granted access to supplementary funding.

On May 8, 2018 the Chief Electoral Officer wrote to the chair of the Committee requesting additional supplementary funding for 2018/19 of up to \$1,571,000. This request included an interim request of \$770,000 for the purchase of ballot paper and envelope stock to conduct a vote by mail provincial referendum on electoral reform, as a result of the *Electoral Reform Referendum 2018 Act*. The request also included \$19,000 for operating expenses to administer an initiative petition entitled “An initiative to cancel the Site C Dam project”, pursuant to the *Recall and Initiative Act*. The petition was approved in principle on May 3, 2018. Further funding of \$782,000 would also be required to administer the full verification process if the petition had been successful.

On May 10, 2018 the Chief Electoral Officer and senior staff met with the Committee to discuss the supplementary funding request. The Committee recommended approval of these requests.

On May 22, 2018 the Chief Electoral Officer wrote to the chair of the Committee requesting additional supplementary funding for 2018/19 of \$73,000. This request was required to cover election expense reimbursements for eligible candidates and political parties that ran in the Kelowna West by-election, which was held on February 14, 2018. Section 215.04 of the *Election Act* requires the reimbursement of certain election expenses to political parties and candidates who receive at least 10% of the total number of valid votes cast in the election. The Committee recommended approval of this request.

The referendum regulation was deposited on June 22, 2018, detailing the rules and responsibilities in relation to how the referendum would be administered. On July 13, 2018, the Chief Electoral Officer and senior staff met with the Committee to further discuss the funding requirements for the 2018 Referendum on Electoral Reform for 2018/19 of \$13,741,000. The Committee recommended approval of this request.

On January 4, 2019, the Chief Electoral Officer wrote to the chair of the Committee requesting supplementary funding for administering the Nanaimo by-election which was held on January 30, 2018. The anticipated cost for the by-election was \$595,000 in 2018/19 and \$10,000 in 2019/20, for a total request of \$605,000. The Chief Electoral Officer and senior staff met with the Committee on January 15, 2019 to review this request. The Committee recommended approval of this request.

The ongoing operating and event funding table (page 27) shows Elections BC's budget for fiscal 2018/19 and the actual expenditures for that year. These amounts include funding and expenditures for ongoing work and for events conducted in 2018/19.

The summary ongoing financial outlook table (page 31) illustrates the budgets and planned budgets for ongoing work for each of the three fiscal years beginning in 2019/20. The Select Standing Committee has approved these amounts. Funding for electoral events is not included here.

Ongoing operating and event funding

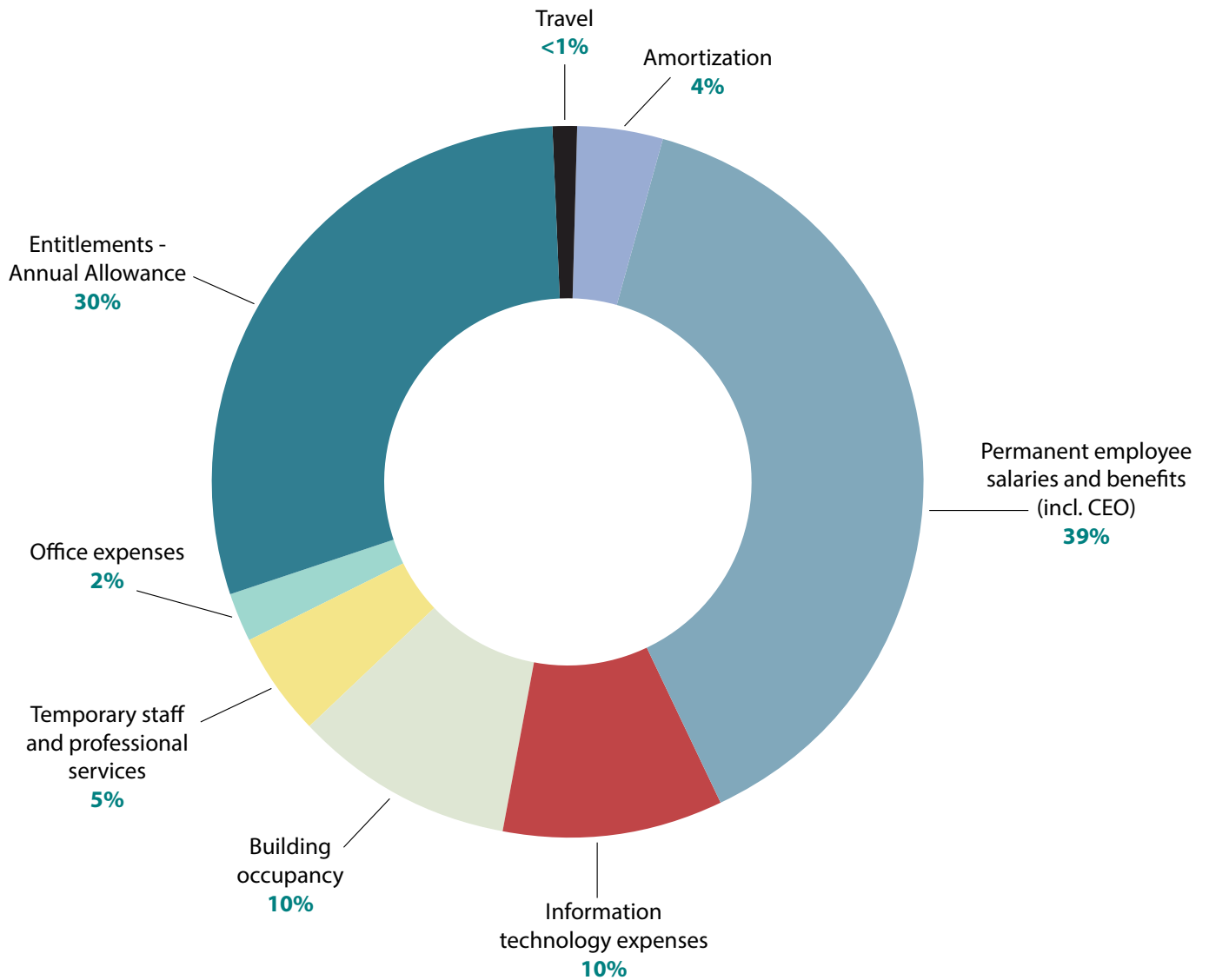
	2018/19 Budget \$	2018/19 Actual \$	Variance \$
Funding			
Estimates (Note 1)	13,846,000	13,846,000	-
Other authorizations (Note 2)	18,375,653	18,375,653	-
Total funding	<u>32,221,653</u>	<u>32,221,653</u>	<u>-</u>
Expenses (Note 3)			
Salaries and benefits for permanent employees and the Chief Electoral Officer	5,875,000	6,169,258	(294,258)
Amortization	695,000	612,846	82,154
Building occupancy charges	1,369,000	1,485,230	(116,230)
Office expenses and telecommunications	451,000	467,519	(16,519)
Corporate information systems	1,191,000	1,531,082	(340,082)
Event readiness	10,000	26,146	(16,146)
Address and boundary maintenance	86,000	52,309	33,691
Voters list maintenance	106,000	52,304	53,696
Political entity reporting	520,000	319,055	200,945
Voter education	133,000	112,987	20,013
Scheduled events			
Readiness - On-demand provincial general election	1,720,000	1,817,669	(97,669)
General Local Elections	1,690,000	1,185,757	504,243
Other authorizations (Note 2)	18,375,653	-	18,375,653
2018 Referendum on Electoral Reform	-	13,167,224	(13,167,224)
Kelowna West and Nanaimo By-elections	-	642,888	(642,888)
<i>An initiative to cancel the Site C Dam project</i> - Initiative Petition	-	6,397	(6,397)
Annual allowances to political parties	-	4,572,982	(4,572,982)
Total expenses	<u>32,221,653</u>	<u>32,221,653</u>	<u>-</u>

Note 1 - Estimates represents Election BC's approved budget as per Estimates. The original ongoing (non-event) operating budget for 2018/19 was \$10,436,000. Additional funding was approved for ongoing responsibilities to administer changes as a result of the *Election Amendment Act, 2017* (Bill 3) and *Local Elections Campaign Financing Amendment Act, 2017* (Bill 15). The event budget for 2018/19 was \$3,410,000.

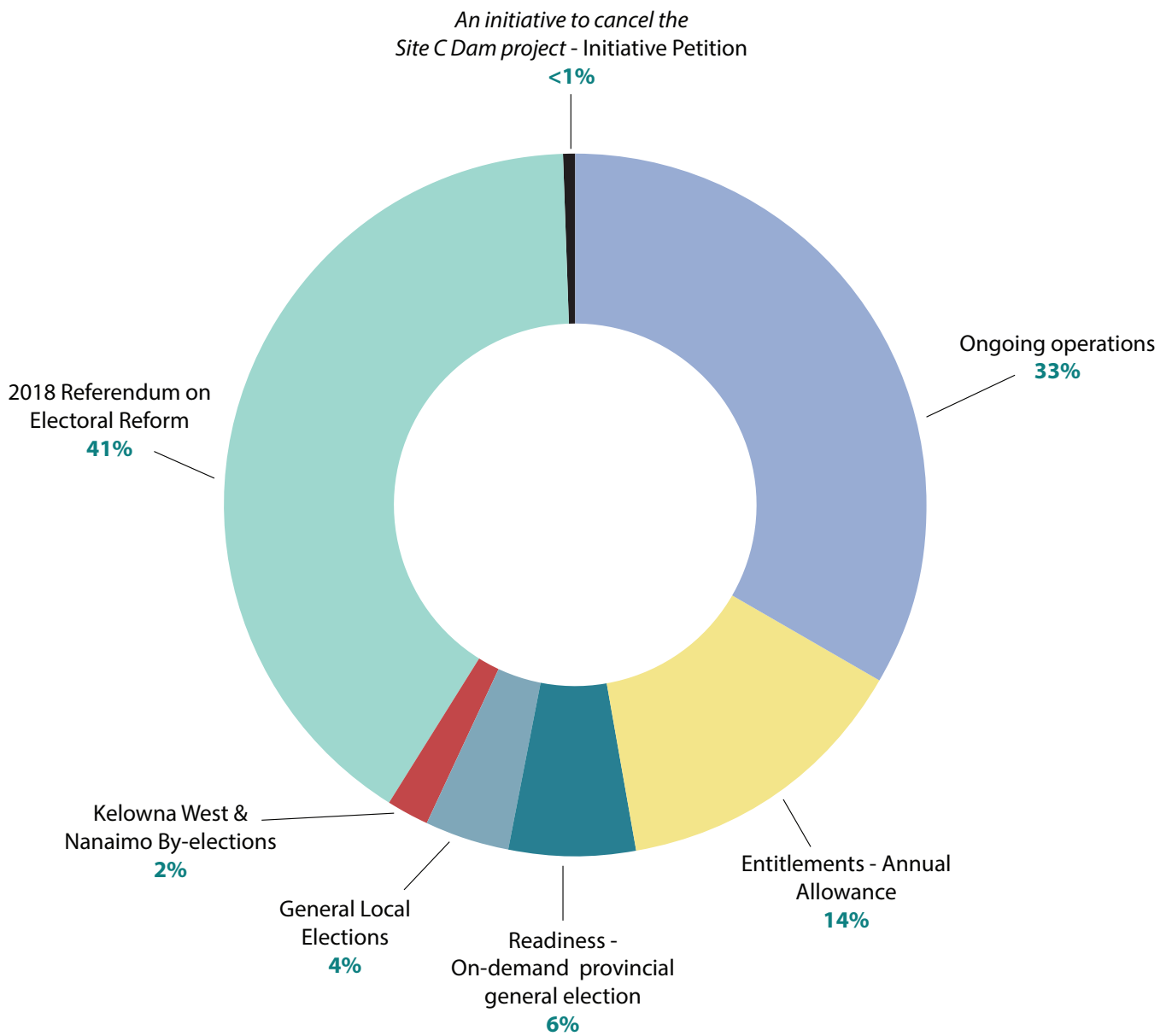
Note 2 - Other authorizations represents Election BC's Statutory Appropriation (within Vote) for administering the ongoing responsibilities related to changes as a result of the *Election Amendment Act, 2017* (Bill 3) and *Local Elections Campaign Financing Amendment Act, 2017* (Bill 15) and administering the Kelowna West and Nanaimo By-elections, 2018 Referendum on Electoral Reform, and an initiative petition

Note 3 - The budget is based upon anticipated activities at the beginning of the year and does not include reallocations of budget made during the fiscal year, hence actual expenses differ from the budget.

2018/19 Ongoing operating actual expenditures by type



2018/19 Actual expenditures for ongoing operations and events



Looking forward (2019/20 - 2021/22)

The summary ongoing financial outlook illustrates the operating and capital budgets for 2019/20 and planned budgets for 2020/21 and 2021/22, as presented to the Select Standing Committee on Finance and Government Services (SSCFGS) during our annual budget review on November 22, 2018. The SSCFGS recommended these amounts in their Annual Review of the Budgets of Statutory Offices report, dated December 19, 2018.

Summary ongoing financial outlook

	2019/20 (budget) \$	2020/21 (planned) \$	2021/22 (planned) \$
ONGOING OPERATING COSTS			
Approved budget by SSCFGS	11,106,000	11,320,000	11,568,000
Total funding for ongoing operating costs	11,106,000	11,320,000	11,568,000
Notes	Expenses		
1	Salaries and benefits for permanent employees and the Chief Electoral Officer		
	6,690,000	6,782,000	6,889,000
2	Amortization		
	562,000	685,000	805,000
3	Building occupancy charges		
	1,373,000	1,373,000	1,436,000
4	Office expenses		
	547,000	539,000	537,000
5	Corporate information systems		
	1,318,000	1,298,000	1,297,000
6	Address and boundary maintenance		
	95,000	80,000	80,000
7	Voters list maintenance		
	118,000	160,000	121,000
8	Political entity reporting		
	270,000	270,000	270,000
9	Voter education		
	133,000	133,000	133,000
	11,106,000	11,320,000	11,568,000

See the following pages for detailed information on notes 1 - 9.

	2019/20 (budget) \$	2020/21 (planned) \$	2021/22 (planned) \$
CAPITAL ASSETS			
Approved budget by SSCFGS			
Computer hardware and software	855,000	835,000	850,000
Total funding for capital assets	855,000	835,000	850,000
Expenditures for capital assets			
Computer hardware and software	855,000	835,000	850,000
Total expenditures for capital assets	855,000	835,000	850,000

Notes:

Core services expenses are those incurred to continue operations and ensure readiness for electoral events. These expenses are incurred regardless of electoral events.

Event expenses are those incurred to prepare and deliver events, both scheduled and unscheduled. Such events include provincial and local elections, enumerations, referenda and recall and initiative petitions.

Note 1 - The salaries and benefits line includes salaries and benefits for Elections BC's permanent employees and the Chief Electoral Officer. Employees are paid in accordance with policies established by legislation and the BC Public Service Agency.

Note 2 - Amortization is the allocation of the cost of a capital asset over its estimated useful life, and it is closely tied to capital spending. The major contributors to amortization are capital investments made in the Electoral Information System (EIS), Financial Reports and Political Contributions System (FRPC) and other information systems. For example, the figure in the capital budget represents the actual cost for 2019/20; however, that actual cost must also be paid for out of the operating budgets over a number of years. Amortization rates are government policy established by the Office of the Comptroller General, and Elections BC does not have flexibility to change them.

Note 3 - Building occupancy charges are rental charges for the main office and warehouse space.

Note 4 - Office expenses includes supplies, equipment, postage, courier, bank charges, permanent staff training, travel, legal fees and statutory advertising.

Note 5 - Corporate information systems include technology services which are provided through a contract with Fujitsu Consulting (Canada), such as support of EBC's servers and applications; maintenance and minor improvements to applications such as the Electoral Information System, the Online Voter Registration System, the Financial Reports and Political Contributions System and the Recall and Initiative Verification System; and support for technical infrastructure such as shared file storage, printing, firewalls, servers, workstations, local area networks, backup and recovery, and office automation software.

Also included in this budget line is the cost of telecommunications; email accounts; a portion of network costs; licensing and maintenance fees for various software and hardware in use at EBC; costs for purchasing software and repairing hardware; and fees for the internet service on which the Elections BC website is hosted.

Note 6 - Address and boundary maintenance involves the upkeep of voting area boundaries to satisfy legislative requirements and to enhance the accessibility of voting places to voters. It also includes the production of high quality electoral data and information through the continual custodianship of a geo-spatial database containing B.C.'s electoral boundaries, road network, address data and administrative boundaries. This means to accurately and efficiently derive physical addresses from provided addresses and assign physical addresses to electoral districts and voting areas; to maintain a current and complete register of physical addresses for residential and non-residential properties; to maintain a current and complete road network along with their electoral district and voting area assignments; and to communicate this electoral information through map products and web tools.

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- Note 7 - Voters list maintenance includes information technology costs and costs related to the transfer of voter data. The voters list contains the names and residential addresses of all individuals registered to vote in each electoral district. It is a fundamental component of all electoral events and is used to ensure only registered voters vote and to prevent voters from voting more than once. It is also used to ensure that only registered voters sign recall and initiative petitions. The voters list is used by MLAs, parties and candidates to communicate with registered voters and by the Court Services Branch to generate jury selection lists.
- Note 8 - Political entity reporting includes the costs associated with reviewing ongoing disclosure reports filed by provincial political parties and other provincial political entities; administering monetary penalties for non-compliance with the financing provisions; conducting investigations of political entities, candidates and third party advertising sponsors in accordance with section 276 of the *Election Act*; developing and delivering guides, forms and training for political entities, financial agents and auditors; and maintaining the register of political parties, constituency associations and third party sponsors. This budget line does not include costs associated with local campaign finance administration or annual allowance payments to political parties.
- Note 9 - Voter education is a statutory responsibility of the Chief Electoral officer under section 12(1)(c) of the *Election Act*. It includes costs to build upon the public education campaign of the 2017 Provincial General Election by growing and maintaining strategic partnerships on an ongoing basis. It also includes costs to engage in ongoing educational activities to develop new tools and best practices for those teaching civic education in B.C.'s classrooms.

Appendices

Appendix A: “At-a-glance” projects and activities, 2019/20

Appendix B: Political party registrations and deregistrations

Appendix C: Constituency association registrations and deregistrations

Appendix D: Orders of the Chief Electoral Officer

Appendix E: Activities of the Chief Electoral Officer

Appendix F: Reports of the Chief Electoral Officer

Appendix G: Local by-elections and non-election assent voting

Appendix H: Minutes of the Election Advisory Committee meeting

Appendix A: “At-a-glance” projects and activities, 2019/20

STRATEGIC PRIORITY	PROJECTS	SUPPORTING WORK
<p>Top priority:</p> <p>Deliver Events:</p> <p>Be ready for and deliver successful electoral events.</p>	<ul style="list-style-type: none"> ▪ Plan for and be in an ongoing state of readiness to deliver an on-demand provincial general election ▪ Prepare CEO Reports on the: <ul style="list-style-type: none"> ▪ 2018 Referendum on Electoral Reform ▪ 2018 General Local Elections ▪ 2018 Kelowna West and 2019 Nanaimo By-elections ▪ Conduct compliance reviews of financial disclosure statements for the 2018 General Local Elections ▪ Administer campaign financing and advertising rules for local by-elections and assent votes ▪ Administer provincial by-elections, initiative petitions, and recall petitions, as required ▪ Enhance the Financial Reports and Political Contributions system and the Electoral Information System to administer new registration and financial filing requirements mandated by Bill 53 - <i>Recall and Initiative Amendment Act, 2018</i> ▪ Enhance the Financial Reports and Political Contributions System and the Electoral Information System to administer election expense reimbursements and third party sponsorship contributions as required by Bill 3 - <i>Election Amendment Act, 2017</i> ▪ Adapt technical processes to align with changes to Elections Canada’s National Register of Electors ▪ Initiate a business continuity program 	<ul style="list-style-type: none"> ▪ Receive, review, scan and post financing reports and disclosure statements ▪ Publish political and campaign contributions data ▪ Review and update plans to ensure Elections BC is ready to administer on-demand events, including: <ul style="list-style-type: none"> ▪ initiative petitions ▪ recall petitions ▪ provincial by-elections ▪ provincial referendums, plebiscites, and initiative votes ▪ local by-elections ▪ local assent votes ▪ Incorporate lessons learned from past electoral events into future event planning ▪ Maintain the provincial voters list ▪ Maintain functionality of critical information systems: Electoral Information System (EIS), Recall and Initiative Verification System (RIVERS), Online Voter Registration (OVR) system, Financial Reports and Political Contributions (FRPC) system, Integrated Digital Electoral Atlas (INDEA), Inventory Distribution System (IDS), Voter Look-up (VLUP) ▪ Manage election supply inventory at our warehouse

STRATEGIC PRIORITY	PROJECTS	SUPPORTING WORK
<p>Supporting priority:</p> <p>Modernize Electoral Services:</p> <p>Find new opportunities to enhance service and increase efficiency to meet the changing needs of our stakeholders.</p>	<ul style="list-style-type: none"> ▪ Initiate the voting modernization project to define the processes and infrastructure ▪ Develop an online portal for the electronic completion and submission of nomination documents for provincial elections ▪ Modify the Inventory Distribution System to better support EBC's election supply and distribution processes ▪ Conduct an enterprise server upgrade ▪ Migrate DEO Desktop to SharePoint 2016 ▪ Enhance Where to Vote application functionality 	<ul style="list-style-type: none"> ▪ Develop project plan, resource plan and budget ▪ Conduct user experience testing
<p>Supporting priority:</p> <p>Improve Accessibility and Inclusivity:</p> <p>Engage all eligible voters in the electoral process.</p>	<ul style="list-style-type: none"> ▪ Improve the usability of the Online Voter Registration system ▪ Conduct critical back-end fixes to ensure continued functionality of the Where to Vote web application during elections ▪ Develop a coordinated strategy for external communications with regard to electoral event administration 	<ul style="list-style-type: none"> ▪ Maintain the Elections BC website and update public information ▪ Respond to inquiries from the public and other stakeholders

STRATEGIC PRIORITY	PROJECTS	SUPPORTING WORK
<p>Supporting priority:</p> <p>Build Organizational Capacity:</p> <p>Build strength and resiliency by managing strategically, enhancing internal and external relationships and enabling employee development.</p>	<ul style="list-style-type: none"> ▪ Update to EBC’s strategic plan covering the 2019-2026 timeframe ▪ Develop an employee information management system that integrates payroll, recruitment and training functions for election officials and DEO office staff 	<ul style="list-style-type: none"> ▪ Through partnerships with other Canadian jurisdictions, continue to deliver and improve Canadian Society for Election Official Training (CSEOT) courses ▪ Participate in the Conference of Canadian Election Officials (CCEO) ▪ Participate in the Council on Governmental Ethics Laws (COGEL) ▪ Participate in research activities relevant to electoral administration ▪ Liaise with other electoral agencies to share best practices ▪ Engage with legislators and other stakeholders on emerging issues in the field of electoral administration ▪ Contribute to the Canadian Electoral Resource Library (CERL) ▪ Maintain and enhance internal communications ▪ Observe electoral events taking place in other jurisdictions ▪ Recruit, develop and retain high-performing staff ▪ Train staff on operational frameworks, tools and processes ▪ Manage corporate orientation program for new Elections BC employees ▪ Maintain Employee Performance and Development Planning (EPDP) program ▪ Maintain and enhance: <ul style="list-style-type: none"> ▪ Corporate planning framework ▪ Policies, procedures, and process documentation ▪ Risk management program

STRATEGIC PRIORITY	PROJECTS	SUPPORTING WORK
<p>Supporting priority:</p> <p>Protect Electoral Integrity:</p> <p>Address challenges to democracy, trust and electoral integrity posed by cyber threats and other coordinated inauthentic behavior.</p>	<ul style="list-style-type: none"> ▪ Research and make recommendations to the Legislative Assembly on risks to B.C. electoral events posed by external interference such as cyber attacks and disinformation disseminated through social media and other online platforms ▪ Develop processes and infrastructure for conducting periodic investigations of political participants in accordance with s. 276(1) of the <i>Election Act</i>. 	<ul style="list-style-type: none"> ▪ Deliver financial agent training and political party information sessions. ▪ Manage issues and media relations. ▪ Maintain and enhance the following: <ul style="list-style-type: none"> ▪ Privacy management framework ▪ Legislative compliance and enforcement framework ▪ Legislative interpretations

OTHER ESSENTIAL OPERATIONAL WORK

- Liaise and consult with the Election Advisory Committee.
- Liaise and consult with the Technical Advisory Committee established under the *Local Elections Campaign Financing Act*.
- Provide voters lists for purposes authorized under the *Election Act*.
- Deliver geography products and services.
- Maintain and administer facilities.

Appendix B: Political party registrations and deregistrations

As of March 31, 2019, there were 26 political parties registered in B.C.

The following political party deregistrations occurred between April 1, 2018 and March 31, 2019. There were no new political party registrations during this timeframe.

Voluntary political party deregistrations

- BC First Party

“We have, as always, been impressed by Election BC’s professionalism and helpfulness, and we are particularly grateful for your timely and thorough responses to our many questions and occasional complaints.”

— Party official

Appendix C: Constituency association registrations and deregistrations

As of March 31, 2019, there were 53 constituency associations registered in B.C.

The following constituency association deregistrations occurred between April 1, 2018 and March 31, 2019. There were no constituency association registrations during this timeframe.

Voluntary constituency association deregistrations

- BC NDP
 - Abbotsford-Mission Constituency Association BC NDP
 - Abbotsford South Constituency Association BC NDP
 - Cariboo-Chilcotin Constituency Association BC NDP
 - Cariboo North Constituency Association BC NDP
 - Chilliwack Constituency Association BC NDP
 - Columbia River-Revelstoke Constituency Association BC NDP
 - Cowichan Valley Constituency Association BC NDP
 - Delta North Constituency Association BC NDP
 - Kelowna-Lake Country Constituency Association BC NDP
 - Kelowna-Mission Constituency Association BC NDP
 - Langford-Juan de Fuca Constituency Association BC NDP
 - Maple Ridge-Pitt Meadows Constituency Association BC NDP
 - Mid Island-Pacific Rim Constituency Association BC NDP
 - Nechako Lakes Constituency Association BC NDP
 - Nelson-Creston Constituency Association BC NDP
 - North Island Constituency Association BC NDP
 - North Vancouver-Lonsdale Constituency Association BC NDP
 - Oak Bay-Gordon Head Constituency Association BC NDP
 - Peace River North Constituency Association BC NDP
 - Peace River South Constituency Association BC NDP
 - Port Coquitlam Constituency Association BC NDP
 - Port Moody-Coquitlam Constituency Association BC NDP
 - Powell River-Sunshine Coast Constituency Association BC NDP
 - Prince George-Valemount Constituency Association BC NDP
 - Richmond South Centre Constituency Association BC NDP
 - Surrey-Green Timbers Constituency Association BC NDP
 - Surrey-Guildford Constituency Association BC NDP
 - Surrey South Constituency Association BC NDP
 - Surrey-Whalley Constituency Association BC NDP

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- Vancouver-False Creek Constituency Association BC NDP
 - Vancouver-Kensington Constituency Association BC NDP
 - Vancouver-Quilchena Constituency Association BC NDP
 - Vernon-Monashee Constituency Association BC NDP
 - West Vancouver-Sea to Sky Constituency Association BC NDP
 - British Columbia Conservative Party
 - Saanich North and the Islands Constituency Association British Columbia Conservative Party

Appendix D: Orders of the Chief Electoral Officer

2018 REFERENDUM ON ELECTORAL REFORM

ORD001-2018

November 23, 2018

Due to rotating strikes by the Canadian Union of Postal Workers starting on October 22, 2018, the voting period was extended by one week, with the deadline for the close of voting occurring at 4:30 p.m. local time on Friday, December 7, 2018. This extension was issued to ensure voter accessibility in returning completed voting packages.

ORD002-2018

December 19, 2018

Due to a mistake by an Elections BC service provider, 23 voters who requested a voting package were mistakenly issued certification envelopes with missing information. Ballot packages submitted by these voters that were otherwise completed in accordance with the regulation were considered for counting.

ORD003-2018

December 19, 2018

Due to a mistake by an Elections BC service provider, five voters who requested a voting package were not issued a voting package until after the close of voting. The deadline for returning a ballot package was extended to December 14 for two voters and December 17 for three voters.

ORD004-2018

December 19, 2018

In some households receiving more than one voting package, voters voted using the incorrect voting package. Where referendum officials could determine that, apart from this error, the ballot packages submitted by these voters were completed as required by the Regulation, these ballot packages were considered for counting as if each individual in the household voted using the ballot package issued to them.

ORD005-2018

December 19, 2018

A voter attempted to return a completed ballot package to an Elections BC service provider in Ucluelet at 3:09 p.m. on December 7, 2018 prior to the close of voting. The voter found the location to be closed, and was mistakenly advised their ballot package would be considered late. This voter's ballot package was considered for counting.

ORD006-2018*December 19, 2018*

Due to extensive delays in the delivery of international mail resulting from a labour dispute between the Canada Post Corporation and the Canadian Union of Postal Workers, 94 completed ballot packages from international sources were received after the close of voting. Apart from the delays in mail service, the voters addressed in this Order would have been able to participate in the referendum. The 94 ballot packages from international locations were considered for counting.

2018 GENERAL LOCAL ELECTIONS**LECFA-ORD001-2019***January 15, 2019*

Due to extraordinary circumstances a local elections candidate was unable to file their disclosure statement by the deadline of January 18, 2019. An extension was granted to Robert Bottos (Coquitlam) to February 4, 2019.

LECFA-ORD002-2019*January 18, 2019*

Due to extraordinary circumstances a local elections candidate was unable to file their disclosure statement by the deadline of January 18, 2019. An extension was granted to William Beldessi (North Coast Regional District) to February 28, 2019.

LECFA-ORD003-2019*January 18, 2019*

Due to extraordinary circumstances a local elections candidate was unable to file their disclosure statement by the deadline of January 18, 2019. An extension was granted to Kevin B. Storrie (Nanaimo) to February 1, 2019.

LECFA-ORD004-2019*January 18, 2019*

Due to extraordinary circumstances a local elections candidate was unable to file their disclosure statement by the deadline of January 18, 2019. An extension was granted to Lorne Lewis (Sunshine Coast Regional District Election Area E) to February 19, 2019.

LECFA-ORD005-2019*January 18, 2019*

Due to extraordinary circumstances a local elections candidate was unable to file their disclosure statement by the deadline of January 18, 2019. An extension was granted to Terence Sheldon (Township of Langley) to January 31, 2019.

LECFA-ORD006-2019*January 18, 2019*

Due to extraordinary circumstances an elector organization was unable to file its disclosure statement by the deadline of January 18, 2019. An extension was granted to Building Bridges NV (SD44 – North Vancouver School District) to February 1, 2019.

LECFA-ORD007-2019*February 4, 2019*

Due to continued extraordinary circumstances a local elections candidate was unable to file their disclosure statement by the deadline of January 18, 2019, and required a further extension to their filing deadline. An Order of the Chief Electoral Officer (LECFA-ORD001-2019) was previously issued on January 15, 2019 to extend the candidate's filing deadline to February 4, 2019. Further extenuating circumstances affected the candidate's ability to meet the extended filing deadline. An additional extension was granted to Robert Bottos (Coquitlam) to February 28, 2019.

Appendix E: Activities of the Chief Electoral Officer

The Chief Electoral Officer and his senior staff meet regularly with a wide variety of stakeholders. The following are some examples of the meetings, activities or events that were held or attended in the last year.

- Canadian Society for Election Official Training courses (presentations)
- 2019 Legislative Internship Program (presentation)
- Advisory Committee of Electoral Partners (attendee)
- Conference of Canadian Election Officials (attendees)
- Consortium on Electoral Democracy (attendee)
- Council of Senior Student Affairs Leaders – Information Session (presentation)
- Council on Governmental Ethics Law Conference (panelists and attendees)
- Democracy Bootcamp BC 2019 (presentation)
- Elections BC Visitors Program on the 2018 Referendum on Electoral Reform (presentations)
- Elections Ontario 2018 General Election Visitors Program (attendees)
- BC School Trustee Association (presenter)
- Elector Organization Information Session (presenter)
- Local Government Management Association Election Workshop (presenter)
- Ministry of Municipal and Housing – Information Session (presenter)
- Elections Quebec’s Visitors Program (attendee)

Appendix F: Reports of the Chief Electoral Officer

The following is a list of reports and publications Elections BC tabled in the last fiscal year. These reports are available on the [Elections BC website](#).

Reports of the Chief Electoral Officer

Annual Report 2017/18 and Service Plan 2018/19-2020/21

Report of the Chief Electoral Officer on Recommendations for Legislative Change – May 2018

Report of the Chief Electoral Officer on the 2018 Kelowna West By-election – February 14, 2018

Appendix G: Local by-elections and non-election assent voting

Between April 1, 2018 and March 31, 2019, Elections BC completed the administration of the campaign financing provisions of the *Local Elections Campaign Financing Act* for five by-elections and eight non-election assent votes. All participants in these events filed disclosure statements by the filing deadline.

Disclosure statements for by-election and non-election assent voting participants are available on the Elections BC website.

The incremental costs to our organization of administering by-elections and non-election assent voting are included in the ongoing budget of Elections BC.

By-elections

Jurisdiction	General Voting Day	Filing deadline	CAN*	EO**	TPS***	Late/Non-filers
Burns Lake	January 20, 2018	April 20, 2018	2	0	0	0
Hudson's Hope	January 20, 2018	April 20, 2018	5	0	0	0
Port Alice	February 24, 2018	May 25, 2018	4	0	0	0
Cariboo Regional District	April 7, 2018	July 6, 2018	2	0	0	0
Wells	June 9, 2018	September 7, 2018	7	0	0	0

* Candidates **Elector organizations ***Third party sponsors

Non-election assent voting

Event Name	General Voting Day	Filing deadline	Non-election assent voting advertising sponsors	Late/ Non-filers
2018 Queen Charlotte Sewer Treatment Facility Non-election Assent Voting	February 24, 2018	May 25, 2018	1	0
2018 North Cultus Sewer System Non-election Assent Voting	April 14, 2018	July 13, 2018	0	0
2018 South Cariboo Recreation Centre Non-election Assent Voting	June 9, 2018	September 7, 2018	0	0
2018 North Cowichan Amalgamation Non-election Assent Voting	June 23, 2018	September 21, 2018	2	0
2018 Duncan Amalgamation Non-election Assent Voting	June 23, 2018	September 21, 2018	2	0
2018 Loon Lake, McLure and South Green Lake Fire Protection Services Non-election Assent Voting	June 23, 2018	September 21, 2018	0	0
2018 Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Non-election Assent Voting	June 23, 2018	September 21, 2018	3	0
2018 Cariboo Interlakes Area Fire Protection Service Non-election Assent Voting	August 18, 2018	November 16, 2018	0	0

Appendix H: Minutes of the Election Advisory Committee meeting

Wednesday, April 18, 2018, 9 a.m. – noon
The Fairmont Waterfront, Cheakmus Room
900 Canada Place Way, Vancouver

Attendees:

Committee Members (alphabetically by political party name)

Jordan Reid, BC NDP

Raj Sihota, BC NDP

Donald Silversides, British Columbia Liberal Party

Katy Merrifield, British Columbia Liberal Party

Chris Pettingill, Green Party Political Association of British Columbia

Elections BC Staff

Keith Archer, Ph.D., Chief Electoral Officer (Chair)

Nola Western, CPA, CA, Deputy Chief Electoral Officer, Funding and Disclosure

Anton Boegman, Deputy Chief Electoral Officer, Electoral Operations

Arlene Carlson, Executive Coordinator (minutes)

Regrets:

Rita Fromholt, Green Party Political Association of British Columbia

Meeting commenced at 9 a.m.

1. Welcome and Introductions

Keith Archer, Chief Electoral Officer (CEO) welcomed attendees and described the role of the Election Advisory Committee (EAC) as established by sections 14-16 of the *Election Act*. He also encouraged questions and discussion throughout the meeting. Introductions were made around the table.

2. Legislative Change Update

Bill 3 – *Election Amendment Act, 2017*

Bill 3 fundamentally restructured electoral financing in British Columbia. The changes are summarized here: <http://elections.bc.ca/docs/election-amendment-act-2017.pdf>

Bill 5 – *Constitution Amendment Act, 2017*

Bill 5 changed B.C.'s fixed election date to the third Saturday in October every four years. The Bill also changed the format of advance voting (to six consecutive days starting eight days before General Voting Day).

Bill 6 – *Electoral Reform Referendum 2018 Act*

Bill 6 enables a referendum on electoral reform to be conducted; voting must close no later than November 30, 2018.

Discussion Questions

- Question – Is there any indication on when we will receive next steps on the administration of the referendum from government?
 - Answer – Not yet.
- Question – Regarding the limitations on fundraising for a leadership contest, is there anything in place to prevent a party from having a superficial leadership contest in order to raise money?
 - Answer – The *Election Act* does not prevent a registered political party from having more than one leadership contest during a year, but those contests must be held in good faith and not to circumvent the contribution limits established by the Act.
- Question – Regarding installment payments for reimbursements of campaign expenses, is there a process in place to deal with over or under payment when the final report is submitted?
 - Answer – This is addressed in the Act. The first installment is a reimbursement of 50% of the funds claimed, and the final installment is paid only after our final review of the claim. EBC is currently working to develop the process. In an ideal world, we would have a system in place where claims can be filed electronically.

3. Administrative Monetary Penalty Policy discussion

Nola advised the group that this policy was adopted after consultation with this committee in February of this year.

Bill 3 (*Election Amendment Act, 2017*) changes placed an obligation to apply a monetary penalty of a discretionary amount if the Chief Electoral Officer determines an individual or organization has not been in compliance with specific sections of the *Election Act*. This policy is intended to ensure that Elections BC follows a fair, reasonable and transparent process in making a determination, and in assessing a penalty amount if a determination is made.

The policy provides the subject of an investigation with information about the investigative process and, if appropriate, reasonable notice that a determination is possible. It ensures that the subject can review the investigative case, and have an opportunity to be heard and make representation prior to a final determination being made.

The policy also explains the criteria that Elections BC will use to determine the penalty amount, and gives the subject the opportunity to make submissions on that as well.

Discussion Questions

- Question – Will the names of those in contravention of the Act be published only if there is a determination of non-compliance?
 - Answer – Yes, that is correct.
- Question – When you send out a notification, how do you know they received it?
 - Answer – Notifications are sent by registered mail.

4. Recommendations for Legislative Change

Keith advised the group that Section 12(2)(a) of the *Election Act* empowers the Chief Electoral Officer “to make recommendations to the Legislative Assembly respecting amendments to the *Election Act* or other enactments affecting election matters.” It is customary at Elections BC that such a report on recommendations for legislative change is issued within a year following each provincial general election.

Furthermore, section 16(2)(c) of the *Election Act* provides that the Chief Electoral Officer consult with the Election Advisory Committee before making a recommendation under section 12(2)(a) respecting an amendment to the *Election Act* or another enactment.

This meeting is conducted for the latter purpose. EBC’s intention is to submit a report on recommendations for legislative change to the Legislative Assembly in the near future.

In this report, there are four priority recommendations. In addition, there is a longer list of what we describe as “technical” recommendations, which are categorized as those relating to electoral operations or funding and disclosure.

Keith covered the four priority recommendations in the report¹. The four priority recommendations are:

- Allow 16- and 17-year-olds who will become eligible to vote to pre-register, so that they will be added to the voters list automatically when they turn 18
- Provide Elections BC with greater access to information held by public bodies to help maintain the voters list
- Use technology to modernize voting and counting administration while maintaining paper ballots

¹ For full details, refer to the report on the Elections BC website here (the report was tabled in the Legislative Assembly on May 7, 2018): <http://elections.bc.ca/docs/rpt/2018-CEO-Recommendations.pdf>

- Make the election period longer in unscheduled general elections to allow more time for candidate nominations, material distribution, staffing, and communicating with voters.

Discussion Questions

- Question – What impact will electronic strike-off have on those wishing to scrutinize ballot counting and other processes?
 - Answer – EBC recommends that a legislative committee be struck to discuss these issues.

Keith turned the floor over to Anton and Nola to present the technical recommendations related to electoral operations and campaign finance.

These technical recommendations are designed to address issues that will improve our ability to effectively administer the Act and improve accessibility to the electoral process².

Discussion Questions

- Question – Regarding the residential address of imprisoned individuals, how would that work if a lot of people were arrested at the same place? Would that put a large number of people in one electoral district?
 - Answer – Not necessarily. Individuals identify their place of residence. The intent of this recommendation is to provide more options for those voters, especially those who do not have family in B.C. or who were previously of no-fixed address. Not all voters would select that option for their place of residence.
- Question – What if an individual is from outside of B.C. but incarcerated here?
 - Answer – they would then vote in the jurisdiction of their residence, under the laws of that province.
- Question – If something happened and two ballots went into a secrecy envelope, what would happen?
 - Answer – The legislation states that if on opening a secrecy envelope, more than one ballot is found, the secrecy envelope must be resealed and set aside. However, sometimes two ballots are stuck together when issued by mistake. When we are made aware of this situation, we can write an Order to allow the district electoral officer to inspect those two ballots. If only one is marked, the Order allows it to be carried forward for counting. The recommendation on this issue would provide that ability to a district electoral officer, without requiring an Order.

² For full details, refer to pages 7-10 of the recommendations report, linked to in footnote 1 above.

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- Question – How long have there been nomination deposits?
 - Answer – Since approximately 1995.
 - Question – How many candidates don't have their deposits refunded?
 - Answer – For the 2017 Provincial General Election, 158 of the 371 candidates did not have their nomination deposits refunded. In 2013 it was 193 out of 376 candidates.
 - Question – Regarding the recommendation about accepting ordinary nominations on Writ Day: How long does it take between the time the Premier calls an election at Government House, and all the writs are signed?
 - Answer – It takes between 90 minutes and two hours to sign all the writs. EBC must accept nominations from 9 a.m. on Writ Day, but the legislation also states that we cannot accept nominations until the writ is signed.
 - Question – If a candidate spends money (for a hotel, etc.) and is reimbursed by the party, is that ok?
 - Answer – Yes, as long as they are reimbursed, otherwise it is a political contribution subject to the limit (s. 186.2).
 - Question – Financial agents seem dependent on others to do their job. Are they able to resign if they are uncomfortable, and be sure they are not hung out to dry?
 - Answer – They can resign at any time. Also, they are not liable for any debts incurred for the individual or party they are acting for unless they have made a personal guarantee.
 - Question – What are the obligations of parties to know the identity of a person or group who is donating to them?
 - Answer – It has to be an individual, not a group, since only eligible individuals may make political contributions. The Act puts the limits on the contributor, not the party. But the party cannot accept a contribution that is in contravention of the Act.
 - Question – Are imprisoned individuals allowed to vote?
 - Answer – Yes, they have the right to vote, so in order to do that they must meet the standard registration requirements. The recommendation is about giving them more options for a residential address to provide them with an accessible voting process.
 - Question – Regarding the request for more data on voters from more sources, is it more data you want? Would this information flow through to political parties?

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- Answer – The request is not about more data, it is about maintaining the most up to date voters list and the improvements that would be possible by having information from additional public body sources. The legislation would determine use, collection and disclosure.
 - Question – Have you talked to the privacy commissioner about this issue? I suggest you get buy-in from the privacy commissioner for this recommendation.
 - Answer – We do talk with him; he understands we need voter information to administer the *Election Act*. We have not talked specifically about this recommendation, but in general we discuss our need for information.
 - Question – Does research suggest that provisional registration encourages people to vote?
 - Answer – Research has shown that almost all of the decline in voter turnout over the past generation owes to lower rates of voter engagement amongst the youngest eligible voters. Whereas voters older than 35 years of age are turning out at provincial elections in proportions similar to long-term rates, turnout has declined sharply for the youngest electors.

It's also been shown that voter registration has a strong impact on voter turnout. Those who are not registered are much less likely to vote than those who are registered.

A final piece of the puzzle is that rates of voter registration are not consistent amongst age groups. For those over 35 years of age, over 95 percent of eligible voters are on the voters list. For those 18 to 24 years of age, that percentage drops to about 70 percent of eligible voters.

This finding has led a number of jurisdictions in Canada to provide the election agency with the authority to establish a category of registration, typically known as provisional registration, for 16- and 17-year-olds who otherwise meet the qualifications for registering. Once these voters turn 18, they automatically are transferred to the voters list.

We believe this authority would enable Elections B.C. to work towards having higher rates of voter registration amongst 18- to 24-year-olds and would provide new opportunities to engage with other agencies, such as schools or the drivers licensing authority, to provide increased exposure to voter registration in advance of those people turning 18.

- Question – Regarding the on-demand election calendar, are there any implications around spending limits if the writ period is extended?
 - Answer – We have not considered that; the limits could be pro-rated. It would extend the period for ordinary nominations.

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- Question – On the voter modernization piece, who sets the time period for the recommendations? You recommend 3-6 years.
 - Answer – That time period is our attempt to provide a reasonable time frame for the changes. In the end, the legislative committee would set the time frame.
 - Question – EBC is busy, is this the best time to bring these recommendations to the table?
 - Answer – This is a time when many electoral agencies are modernizing voting administration. If a legislative committee is struck, we hope in this election cycle, any changes brought in would be based on when that process concludes.
 - Suggestion – Consider recommending that in the event of on-demand election, General Voting Day be held on a Saturday.
 - Answer – Noted.
 - Question – Advance voter data is received through candidates. Could that be received by the party instead or as well?
 - Answer – This is based on the requirements of the legislation. We believe the Legislative Assembly was intentional in distributing the data in that manner.
 - Question – Thinking about new fundraising limits, we are dependent on electronic systems, and it sets up a situation that is a huge barrier to starting a new party. Is it time for EBC to provide a standardized system that provides financial tracking?
 - Answer – We are trying to provide that through electronic filing systems, however the development has been slower than we expected. We continue to work on this project. Ours is not a single integrated system, but several different systems. We are making some headway, but our systems are not yet as integrated as they could be.
 - Question – Did you say you are discussing the recommendations with the Select Standing Committee on Finance and Government Services? Why?
 - Answer – The report goes to the Legislature first. Since we have no dedicated committee (as does the Representative for Children and Youth for example), we consult with the finance committee on this issue as a matter of personal choice. This will be discussed at the spring meeting.

5. Other Business – Candidate Nomination Booklet

Anton advised the committee that EBC is working on a project to improve the nomination process for candidates, the long term vision being to create an online candidate portal. One element of this project has been a re-design of the nomination booklet based on best practices in public sector form design.

EBC will be conducting usability testing of the re-designed version in Victoria on May 2 and 3. Anton invited the parties represented on the Election Advisory Committee to participate in this process. The requirement is for one person per party to attend a 60 to 90 minute session on either of the two dates noted. Our staff will observe how the user completes the process and the user will be able to provide feedback as well.

6. Closing Remarks

Keith asked Committee members to review the draft recommendations for legislative change and to provide any suggestions to him by close of business on Monday, April 23.

Keith thanked members for their thoughtful comments and their time and bid them farewell as his term ends on May 31.

Meeting was adjourned at 11:40 a.m.

Glossary

Assent voting

Assent voting is voting on a bylaw or other matter for which a local government is required or authorized to obtain the assent of the electors.

By-election

A local or provincial election other than one conducted as part of a general election.

Electoral district

The province is divided into electoral districts (constituencies or ridings), each returning one Member to the Legislative Assembly.

Enumeration

The registration or confirmation of registration of voters by residence-to-residence visitation or by another method directed or authorized by the Chief Electoral Officer.

General election

Elections called on the same date for all electoral districts in the province to elect all Members of the Legislative Assembly.

General local elections

Elections for Advisory Council Members, Board of Education Trustees, Councillors, Electoral Area Directors, Islands Trust Local Trust Area Trustees, Local Community Commissioners, Mayors, Park Board Commissioners, Rural Water Councillors and Water Councillors held in the year 2014 and every fourth year after that.

Initiative petition

A petition under the *Recall and Initiative Act* to have a proposed law introduced in the Legislative Assembly.

Initiative vote

If the Select Standing Committee on Legislative Initiatives refers a successful initiative petition and draft Bill to the Chief Electoral Officer, the Chief Electoral Officer must hold an initiative vote under the *Recall and Initiative Act*.

Non-election assent voting

Non-election assent voting is assent voting that is held separately from an election.

Plebiscite

A plebiscite is a vote on a matter of public concern, conducted under the *Election Act*, and may be binding on government. A plebiscite is held when the Lieutenant Governor in Council (cabinet) directs the Chief Electoral Officer to determine the opinion of voters on a matter of public concern. The government establishes the threshold for success and outcomes of a successful plebiscite.

Recall petition

A petition under the *Recall and Initiative Act* to remove a Member of the Legislative Assembly from office between elections.

Redistribution

A process to change electoral boundaries to account for population changes and other concerns regarding fair and effective representation.

Referendum

If the Lieutenant Governor in Council considers that an expression of public opinion is desirable on any matter of public interest or concern, the Lieutenant Governor in Council may, by Regulation, order that a referendum be conducted under the *Referendum Act*. A referendum is binding on the government that initiated it.

Voters list

The provincial voters list is prepared and maintained by the Chief Electoral Officer and contains the names and residential addresses of registered voters in each electoral district.

Voting area

An electoral district is divided into voting areas for the purpose of assigning voters to voting places.

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