Annual Report 2012/13 and Service Plan 2013/14 - 2015/16

Annual Report 2012/13
and Service Plan 2013/14 - 2015/16

ELECTIONS BC
A non-partisan Office of the Legislature

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August 20, 2013

Honourable Linda Reid
Speaker of the Legislative Assembly
Province of British Columbia
Parliament Buildings
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Honourable Speaker:

I have the pleasure to submit Elections BC's Annual Report for the 2012/13 fiscal year and Service Plan for the 2013/14 – 2015/16 fiscal years. This document reports on the activities Elections BC undertook between April 1, 2012 and March 31, 2013 in support of Elections BC's Service Plan and establishes Elections BC's 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,

Keith Archer, Ph.D.
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 2012/13 and Service Plan for 2013/14 – 2015/16 to the Legislative Assembly.

The focus for the past fiscal year has been largely on the planning and implementation of electoral events. Elections BC administered by-elections in April 2012 in the Port Moody-Coquitlam and Chilliwack-Hope electoral districts. These by-elections served as a trial for some changes to voting administration procedures aimed at increasing both efficiency and service levels. The changes proved successful and were introduced in the 2013 General Election.

Extensive preparatory activities for the 2013 General Election, including District Electoral Officer training and the revision and packing of election supplies were also conducted by Elections BC in 2012/13.

With the writ for the general election scheduled to be issued on April 16, 2013, Elections BC undertook a planned general and targeted enumeration, commencing February 25 and ending in late April. The purpose of the enumeration was to produce a high quality voters list to support effective communication with voters and to improve the efficiency of voting administration.

My staff was able to administer these events effectively and efficiently thanks to the planning culture ingrained at Elections BC.

While maintaining readiness for future events, my staff and I are working on a number of projects. Many of these projects are outlined in our most recent strategic plan and in this report. Two of the highest priority projects during the 2012/13 fiscal year included our work on the Independent Panel on Internet Voting and further updates to the Electoral Information System and the Integrated Digital Electoral Atlas, two key systems in our critical electoral information technology infrastructure.

I am confident that the work outlined in this plan will enable Elections BC to meet its goals and consistently provide responsible, independent, non-partisan electoral administration to the province of British Columbia.

I continue to work with my staff to accomplish our goals and live up to our responsibilities and the expectations of Elections BC's stakeholders.

Keith Archer, Ph.D.
Chief Electoral Officer
British Columbia

August 2013

The organization

Elections BC is an independent, non-partisan Office of the Legislature responsible for conducting provincial general elections, by-elections, referenda, initiative petitions, initiative votes and recall campaigns as detailed in provincial legislation.

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

Chief Electoral Officer

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

Executive Services

The Executive Services program area provides organizational leadership and is responsible for Orders and Regulations, partnerships, inter-jurisdictional liaison and collaboration and reporting to the Legislative Assembly. Additionally, the program area is responsible for communications and voter outreach, and public education programs regarding voter registration and the electoral process.

Deputy Chief Electoral Officer, Funding and Disclosure

The Deputy Chief Electoral Officer, Funding and Disclosure, has overall responsibility for two program areas: Electoral Finance and Corporate Administration, and Information Technology.

Electoral Finance and Corporate Administration

The Electoral Finance and Corporate Administration program area is responsible for legislation, compliance, enforcement and investigations, political party and constituency association registration, campaign finance reporting, advertising sponsor registration and financial disclosure as well as conducting compliance reviews of political parties, constituency associations, candidates, advertising sponsors, leadership contestants and recall and initiative participants.

The program area is also responsible for corporate administration, warehouse services and human resource services for Elections BC's core group of 44 public service employees and more than 35,000 temporary staff and election officials during major electoral events.

Information Technology

The Information Technology (IT) program area provides information management systems, computer infrastructure and technical services for Elections BC. The program area leads IT planning, develops and implements IT policies, procedures and standards, implements corporate IT initiatives and performs systems operations, administration, security and maintenance.

Deputy Chief Electoral Officer, Electoral Operations

The Deputy Chief Electoral Officer, Electoral Operations, has overall responsibility for two program areas: Corporate Planning and Event Management, and Voter Registration and Boundaries.

Corporate Planning and Event Management

The Corporate Planning and Event Management program area is responsible for the effective and efficient planning and administration of provincial electoral events, including general elections, by-elections, referenda, recall and initiative petitions and initiative votes. This includes ensuring Elections BC is in a constant state of readiness for on-demand events, as well as leading the planning, preparation and administration of scheduled events.

Corporate Planning and Event Management manages Elections BC's District Electoral Officers, coordinates event support activities across other program areas and leads post-event reporting, evaluation and assessment.

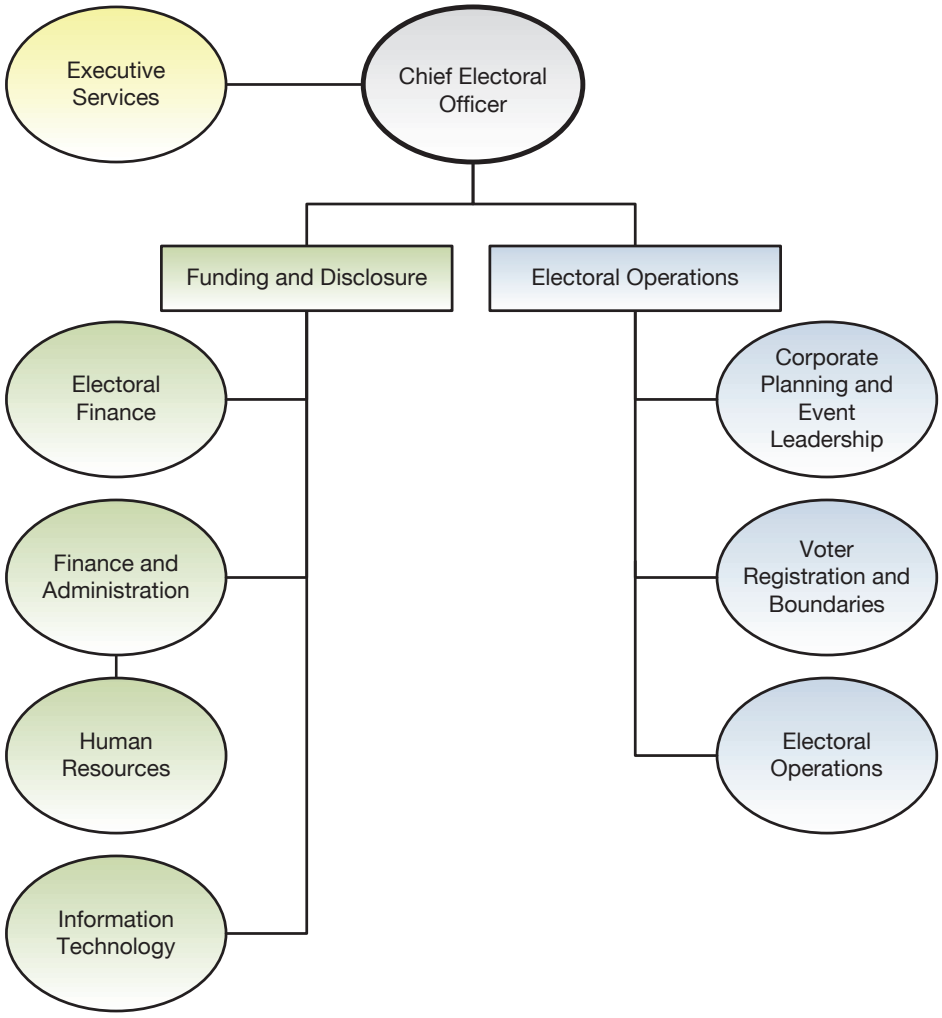
Corporate Planning and Event Management is also responsible for the organization's strategic planning and development and maintenance of Elections BC's planning framework, risk management and performance measurement programs.

Voter Registration and Boundaries

Voter Registration and Boundaries is responsible for voter registration, including enumeration, management and maintenance of the provincial register of voters, maintenance of electoral district and voting area boundaries as well as the production of high-quality electoral data, reports, and other information services.

The Voter Registration and Boundaries program area is also responsible for providing a variety of products and reports necessary for the administration of electoral events including the provincial voters list, an address register, the Integrated Digital Electoral Atlas (INDEA), electoral maps, street indexes and the Location Index, and reports regarding the quality of the voters list.

Organization chart



Strategic planning and context

VISION

To be leaders in electoral administration.

MISSION

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

MANDATE

To administer the provincial electoral process in British Columbia in accordance with the *Election Act*, *Recall and Initiative Act, Referendum Act* and *Constitutional Amendment Approval Act*.

ELECTIONS BC'S CORPORATE VALUES ARE:

- Accountability
- Impartiality
- Independence
- Innovation
- Integrity
- Transparency

By staying true to these corporate values, Elections BC will earn and maintain the trust of its clients and stakeholders.

BUSINESS ENABLERS

Planning and delivering to plan, innovating and implementing lessons learned, earning and maintaining trust.

GOALS

1. Ensure ongoing support and enhancement of the electoral process.
2. Ensure effective and efficient administration of electoral events.
3. Provide an inclusive and accessible electoral process.
4. Be a learning organization that develops and shares best practices.

These goals, which are strategically aligned with the organization's vision and mission, reflect the four key performance areas in which Elections BC must be successful to effectively deliver its mandate. Elections BC's performance in achieving these goals is assessed against performance measures established for each goal.

STRATEGIC PRIORITIES

Elections BC has identified two mission-critical strategic priorities and six enabling priorities for this business cycle. These priorities reflect our organizational and environmental context, and are drivers for what we need to accomplish in order to achieve our vision, mission, mandate and organizational goals. These priorities will enable Elections BC to take a focused approach to deliver on the work envisioned over the next three years.

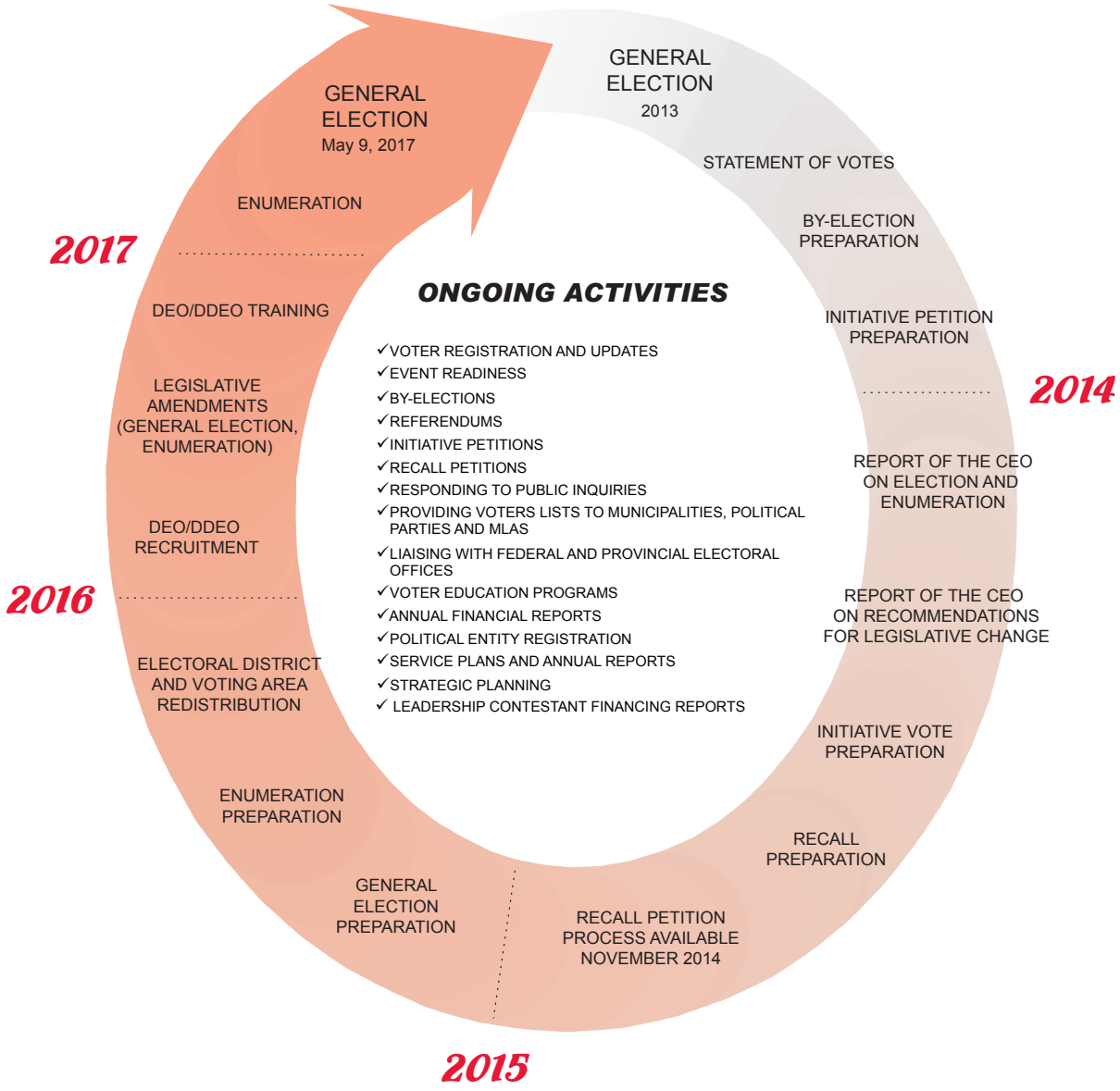
Mission critical priorities:

1. Ensure Elections BC can successfully deliver scheduled and on-demand events.
2. Ensure the ongoing functionality of critical electoral systems (IT).

Enabling priorities:

1. Improve voting processes to better serve voters and realize efficiencies.
2. Improve the organizational well-being and culture of Elections BC.
3. Provide high-quality services to stakeholders in a manner that is responsive to their needs.
4. Raise public awareness about BC electoral processes.
5. Improve the quality and efficiency of management of the voters list, address data and road network.
6. Improve electoral administrative and management processes.

Elections BC's business cycle



STRATEGIC CONTEXT

As Elections BC entered its last year of a four year business cycle, the organization was completing the administration a provincial enumeration and was preparing to administer the 2013 General Election. The administration of the general election is the culmination of four years of planning, preparation and readiness activities. During the 2013 General Election, Elections BC implemented changes that it had piloted in two 2012 by-elections to reflect a more modern, voter-centric approach to voting administration. Elections BC will be conducting a thorough evaluation of these changes and all other aspects of the enumeration and general election over the remainder of 2013. More information about both the provincial enumeration and general election will be available in reports of the Chief Electoral Officer to be tabled in the Legislative Assembly before the end of the 2013/14 fiscal year and any recommendations for legislative change based on these experiences should follow shortly afterward.

Also taking place in the current fiscal year are: the administration of a by-election in Westside-Kelowna and an initiative petition to amend the *Police Act*; readiness activities to prepare for future by-elections, initiative petitions and recall petitions; the conduct of a competitive process to select an IT service provider; and the start of a review of Elections BC's Strategic Plan. All of these activities will occur in addition to Elections BC's existing projects and ongoing operational work.

Under the *Electoral Boundaries Commission Act*, an Electoral Boundaries Commission must be appointed by the Lieutenant Governor in Council by May 14, 2014. The Chief Electoral Officer will be one of three Commissioners who together must make preliminary proposals to the Legislative Assembly regarding the area, boundaries and names of the electoral districts of B.C. While precise timing of the Commission is unknown, the Commission's proposals will have a significant impact on the work of Elections BC.

Looking ahead, there may be significant changes in the mandate and responsibilities of Elections BC. The Independent Panel on Internet Voting is expected to submit its report to the Legislative Assembly in the current fiscal year (2013/14). Depending on the recommendations of the panel and subsequent decisions made by policymakers, this could have a notable effect on the work of Elections BC over the coming years. Elections BC also anticipates receiving a substantial role in overseeing the compliance and enforcement of campaign finance rules for the next local government elections in 2014. Any legislative changes made based on the 2014 recommendations of the Chief Electoral Officer could also affect the work of Elections BC.

Planning and performance

GOAL 1: ENSURE ONGOING SUPPORT AND ENHANCEMENT OF THE ELECTORAL PROCESS

Maintaining organization and systems readiness for scheduled and on-demand events requires cross-program coordination and integration throughout the business and financial cycles. Keeping the electoral and other information systems up to date, maintaining the policy and legislative framework, providing ongoing investments in voter registration and recruiting appropriately skilled staff are critical to the success of Elections BC.

Objectives:

1.1 Ensure the ongoing functioning of critical information systems.

1.2 Maintain a sound infrastructure that meets our organizational needs.

1.3 Ensure efficient and effective management of the voters list, address data and electoral geography.

Key activities for 2013/14:

- Continue to make long term upgrades to the technology underpinning our Electoral Information System (EIS), geography system (INDEA), recall and initiative petition verification system (RIVERS), Online Voter Registration system (OVR), and Financial Reports and Political Contributions system (FRPC)
- Develop a formalized privacy management framework
- Conduct a competitive process to select an IT service provider

Key performance measure 1a – Elections BC will maintain a high-quality voters list measured through coverage, currency and net currency.

Performance Measure	2011/12 Actual	2012/13 Target	2012/13 Actual	2013/14 Target	2014/15 Target	2015/16 Target
Voters list quality*						
Coverage	93.6%	91%	93.3%	91%	90%	91%
Currency	83.3%	86%	***	90%**	85%	87%
Net currency	78%	78%	***	82%	77%	79%

* Coverage is the percentage of voters on the list compared to the number of eligible voters in the province. Currency is the percentage of voters on the list at the right address. Net currency is the percentage of eligible voters on the list at the right address.

** Elections BC administered a general and targeted voters list update campaign during the period from February to April 2013. This strategy was designed to maximize the currency and net currency of the voters list immediately before the scheduled 2013 General Election.

*** Final currency and net currency figures are not available until BC Stats voters list quality study is complete (expected November 2013).

The provincial voters list is a list of the names and residential addresses of the voters registered in each electoral district. A high-quality voters list increases the effectiveness of Elections BC's voter information campaigns (e.g. Where to Vote cards) and improves the voter's experience by providing a streamlined voting process at the voting place. Voters list quality is a key performance measure because a high-quality voters list is vital to the needs of Elections BC and its stakeholders.

Looking back

Elections BC undertook targeted voter registration campaigns in preparation for the by-elections in April 2012 to ensure the highest possible voters list quality in those electoral districts at that time.

In late February and March 2013, Elections BC conducted a province-wide enumeration to improve the quality of the voters list ahead of the general election by removing voters no longer resident in B.C., registering new voters, and updating the addresses of voters who had moved. More information about the provincial mailing, targeted door-to-door activities and registration drives conducted around the province will be available in the *Report of the Chief Electoral Officer on the 2013 Enumeration* scheduled to be published in March 2014.

Instead of conducting a voters list quality study in late 2012, Elections BC chose to measure the currency and net currency during the enumeration and general election period for maximum relevance and cost-efficiency. The results of the quality study conducted during the enumeration and general election will be available in fall 2013.

Looking forward

The quality of the provincial voters list was at its highest point in the four year business cycle on General Voting Day for the 2013 General Election. Voters pay the most attention to our voter registration efforts during a provincial enumeration in March and in the weeks leading up to an election as they recognize the immediate benefits of being on the voters list at the correct address. This has a very positive impact on both coverage and currency at the point in time when it is most important. Experience shows that after an election voters are less likely to update Elections BC with any changes to their voter registration information in a timely manner, and consequently the coverage and currency levels will decline slightly until the next general election. This decline in coverage and currency is somewhat mitigated by data sharing agreements that Elections BC maintains with a number of agencies, such as Elections Canada, the Insurance Corporation of British Columbia (ICBC), and BC Vital Statistics.

Key performance measure 1b – Elections BC will measure the compliance of electoral finance clients in meeting filing requirements.

Performance Measure	2011/12 Actual	2012/13 Target	2012/13 Actual	2013/14 Target	2014/15 Target	2015/16 Target
Filing compliance ratio*	98.5%	95%	96.5%	92%	95%	95%

* The ratio is the total number of reports (such as annual reports and event-related reports) filed compared to the total expected by the filing deadline.

The filing compliance ratio tracks the number of financial reports, such as annual reports and event-related reports, filed by the applicable legislated filing deadline compared to the total number of reports due in a given fiscal year. The number of reports filed by the deadline does not include 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 the report was filed by the extended deadline. These reports are filed by political parties, constituency associations, candidates, leadership contestants, authorized participants to recall and initiative campaigns, and third party advertisers. The results of this performance measure may be influenced by the efforts of Elections BC staff in the form of reminder letters, emails and phone calls to the entities, but ultimately the level of compliance by the entities is out of the control of Elections BC.

Looking back

Of the 254 financing reports required to be filed by the applicable deadlines during 2012/13, 245 clients filed their reports on time.

Looking forward

Based on historical trends, Elections BC expects a filing compliance ratio of at least 95% in each of the next three fiscal years although a slight decrease in the ratio in the year after a general election can be anticipated. Elections BC will continue with efforts to influence the filing of financial reports by the legislated deadlines.

GOAL 1 HIGHLIGHTS OF 2012/13

Independent Panel on Internet Voting

Building upon the 2011 Elections BC discussion paper on Internet voting, Elections BC staff began supporting the work of the Independent Panel on Internet Voting in August 2012. The panel, comprising of the Chief Electoral Officer and four other members, is examining the opportunities and challenges related to the potential implementation of Internet voting in B.C. for either local government or provincial elections. The panel anticipates its work will be completed in late 2013 or early 2014 with the submission of its final report to the Legislative Assembly.

Correspondence tracking and management

Elections BC implemented a correspondence tracking and management system in fall 2012 to enable staff and senior managers to track and respond to incoming and outgoing correspondence and complaints in a consistent manner across the organization. This software tool and its associated processes were invaluable during the provincial enumeration and general election and it will be used on an ongoing basis.

Technology and information systems

The ongoing work to migrate parts of the Electoral Information System (EIS) to a more current technology architecture continues and is scheduled to be complete by the end of fiscal 2013/14. In the meantime, the components that have been updated have been put into production alongside unconverted components.

In order to reduce risk and improve performance, Elections BC began to replace elements of the current (and proprietary) geographic information system environment (INDEA) in 2012/13 with industry-standard elements. This plan is now well underway with four of the five phases of the project completed ahead of schedule and under budget prior to the 2013 Enumeration. The final phase to replace the INDEA geocoder was deferred until after the 2013 General Election.

GOAL 2: ENSURE EFFECTIVE AND EFFICIENT ADMINISTRATION OF ELECTORAL EVENTS

Electoral events give British Columbians the opportunity to participate in the democracy of their province. As custodian of that right, Elections BC ensures the efficient and effective administration of electoral events through the implementation of redistributed electoral boundaries, the development of voters lists, organizational readiness and the provision of a wide range of opportunities for eligible voters to participate in events.

Objectives:

2.1 Ensure Elections BC maintains event readiness for scheduled and on-demand events.

2.2 Improve the voting process to better serve voters and realize efficiencies.

2.3 Improve the current model for election administration in the field.

Key activities for 2013/14:

- 2013 General Election delivery
- Westside-Kelowna by-election delivery
- Administration of the initiative petition to amend the *Police Act*
- By-election and initiative petition readiness
- Prepare to support the B.C. Electoral Boundaries Commission

Key performance measure 2 – Elections BC will report on the percentage of quality and performance goals achieved for each event.

Performance Measure	2011/12 Actual	2012/13 Target	2012/13 Actual	2013/14 Target	2014/15 Target	2015/16 Target
Event goal performance ratio	86.2%	85%	86.7%	83%	85%	85%

Effective and efficient administration of electoral events is the core of Elections BC's mission and mandate. Monitoring and achieving performance targets according to established event plans are fundamental to our success as a planning organization. Specific performance goals are identified in each event plan and achievement of these goals determines the performance measure.

Looking back

Performance goals for 2012/13 included readiness and delivery goals related to two by-elections, the 2013 Enumeration and the 2013 General Election. Of the 15 goals targeted, Elections BC achieved 13, or 86.7%, exceeding the target of 85%. Performance goals reflected in last year's target include ensuring all by-election voting places were accessible, that the enumeration strategy and plan were completed on schedule, and that general election preparations were completed on schedule. Although two goals were missed (preparations for the 2013 Enumeration and 2013 General Election were both under budget by an amount

exceeding the 5% goal), the administration of the enumeration and general election were in no way compromised.

Looking forward

Elections BC has identified performance goals for the 2013/14 fiscal year related to the administration of the 2013 General Election, the Westside-Kelowna by-election, the initiative petition to amend the *Police Act* and readiness for further by-elections and initiative petitions.

GOAL 2 HIGHLIGHTS OF 2012/13

By-election delivery

The Port Moody-Coquitlam and Chilliwack-Hope by-elections spanned the 2011/12 and 2012/13 fiscal years.

- The by-elections were administered in both electoral districts on April 19, 2012 (further details are contained in the *Report of the Chief Electoral Officer on the Port Moody-Coquitlam and Chilliwack-Hope By-Elections)*
- New forms, guides and processes were developed to pilot improvements to voter registration and voting administration at advance and general voting
- These improvements were later implemented province-wide in the 2013 General Election

Voting area redistribution

Ahead of the provincial enumeration and general election, Elections BC conducted a redistribution of some voting areas to add or remove site-based voting areas (e.g. long-term care facilities), address accessibility issues that had been identified by District Electoral Officers and voters, and adjust boundaries where the projected number of voters for the election would be above the maximum or below the minimum thresholds.

Potential Senate Nominee Election

In response to public comments by members of the government and communications with the Attorney General, Elections BC began planning in the fall of 2012 for a possible Senate Nominee Election to be held in conjunction with the 2013 General Election. Preparations were limited to modest but necessary upgrades to EIS. These upgrades would allow Elections BC to conduct the Senate Nominee Election should legislation be introduced in the spring 2013 legislative session. Ultimately the legislation was not introduced and no further actions were taken by Elections BC.

Province-wide enumeration readiness and delivery

A province-wide enumeration was conducted between February 25 and April 30, 2013, with most of the activities taking place between February 25 and March 23. The enumeration of site-based voting areas and facilities that serve voters who are homeless took place in April, closer to the election period, due to the higher level of turnover at these sites.

Building upon the success of the 2009 Enumeration, the 2013 Enumeration involved four key activities:

- A province-wide mail-out to more than two million mailing addresses
- Selected outreach activities in every electoral district, including door-to-door enumeration and registration drives
- Youth engagement activities
- Registration activities at site-based voting areas and at facilities that provide services to people who are homeless

More details about the enumeration will be contained in the *Report of the Chief Electoral Officer on the 2013 Enumeration* scheduled to be tabled in the Legislative Assembly in March, 2014.

General election readiness

Much of Elections BC's attention in 2012/13 was focused on being ready to deliver the 40th Provincial General Election. Some of the readiness activities conducted in 2012/13 included:

- Finalization of event communications plan
- Completion of administration and training manuals
- Modifications to computer applications
- Recruitment and training of Regional Field Officers
- Hiring of District Electoral Officers (DEO) to fill vacancies
- Printing all materials and preparing for their distribution from the Elections BC warehouse
- Selection of DEO offices
- Delivery of the last of a series of DEO training sessions
- Printing of electoral district and voting area maps for DEOs, candidates and political parties
- Conducting training sessions for potential election advertising sponsors and financial agents for candidates, political parties and constituency associations about the rules they must follow
- Updating materials for financial agents, auditors and advertising sponsors
- Liaising with Canadian Forces to ensure access for military personnel to register and vote during the general election
- Processing standing nominations
- Accepting applications for Vote by Mail packages

Further details regarding readiness and delivery of the general election will be contained in the *Statement of Votes for the 40th Provincial General Election* and the *Report of the Chief Electoral Officer on the 40th Provincial General Election*, scheduled to be tabled in the Legislative Assembly in January and March, 2014 respectively, and in next year's *Annual Report and Service Plan*.

GOAL 3: PROVIDE AN INCLUSIVE AND ACCESSIBLE ELECTORAL PROCESS

This goal recognizes the need for the province's electoral processes to be inclusive and accessible for all of British Columbia's eligible voters. Ensuring the organization makes information and services available that meet voters' needs is fundamental to the success of Elections BC and the province's democracy.

Objective:

3.1 Provide high-quality services to clients in a manner that is responsive to their needs.

Key activities for 2013/14:

- Support the Independent Panel on Internet Voting
- Review online services offerings

Key performance measure 3 – Elections BC will conduct an annual survey of selected client groups to evaluate client responses to specific programs or services.

Performance Measure	2011/12 Actual	2012/13 Target	2012/13 Actual	2013/14 Target	2014/15 Target	2015/16 Target
Percentage average annual satisfaction score	85.2%	80%	94.6%	80%	80%	80%

Feedback from voters and other client groups is a valuable indication of how well Elections BC is delivering its core services. Following a general election, Elections BC commissions surveys of voters and non-voters. In the other three years of our business cycle, we survey other client groups, such as political parties or users of our Online Voter Registration system. With a benchmark score of 80%, Elections BC looks for improvement relative to the previous year or the previous time that particular client group was surveyed.

Looking back

In 2012/13, Elections BC surveyed the financial agents for registered political parties and constituency associations to determine their satisfaction with our service delivery. Almost 95% of financial agents stated that they were either very satisfied (88%) or somewhat satisfied (7%) with the service provided by Elections BC. The target score was 80%. These results show an even higher level of satisfaction with Elections BC than when the survey was last conducted in 2006 (89% somewhat satisfied or very satisfied).

Looking forward

In 2013/14, Elections BC will survey provincial voters to determine their satisfaction with our delivery of the 2013 General Election.

GOAL 3 HIGHLIGHTS OF 2012/13

"Designing for democracy"

Elections BC developed a youth voter engagement pilot project that included collaborating with the Faculty of Culture + Community at Emily Carry University of Art + Design. The University created a design and dynamic media course entitled "Designing for Democracy", where nineteen third and fourth year students of varied disciplines worked together to provide Elections BC with a multi-faceted program that would inform Elections BC's public awareness campaign for the 2013 General Election. Elections BC considers the pilot project a success and will further develop the project scope for the 2017 General Election.

Outreach and partnerships

As part of the provincial enumeration and general election strategies, Elections BC established partnerships with organizations that work with youth on an ongoing basis, including Apathy is Boring and Get Your Vote On. The goals of these partnerships were to utilize the existing relationships and experience that these organizations bring, and through them, educate young voters about the provincial electoral process and use their networks to encourage youth voter registration ahead of the provincial enumeration and general election. Some of the activities conducted by these organizations included youth voter registration street teams at music events throughout B.C.

The Chief Electoral Officer and senior staff made presentations on electoral democracy to various audiences (further details in Appendix E).

Online training for financial agents

In 2012/13 Elections BC developed and implemented online training for financial agents appointed under the *Election Act*. The training is comprehensive and available to anyone interested in the financing provisions of the Act.

Client satisfaction

Responses by Financial Agents to Elections BC campaign finance information sessions:

"It relieved a lot of my concerns and anxieties about taking on this role." – Kelowna

"Lovely presenters – nice to have reassurance that EBC understands that participants are not professional accountants." – Kelowna

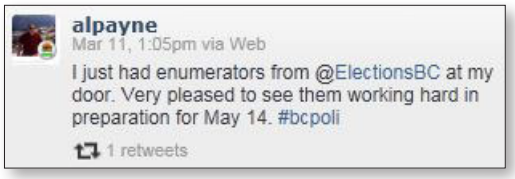
"Very knowledgeable presenters and very detailed answers to questions." – Langley

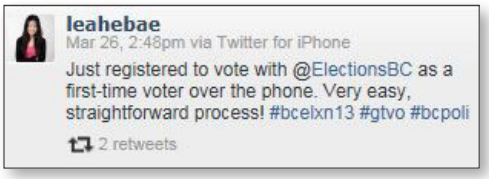
"Very knowledgable about 'real world' situations that could arise." – Vancouver

"Everyone was very friendly and welcoming of questions." – Vancouver

"Answered all questions clearly." – Vancouver

Comments about the 2013 Enumeration received via Twitter:





GOAL 4: BE A LEARNING ORGANIZATION THAT DEVELOPS AND SHARES BEST PRACTICES

Elections BC is a highly focused and dynamic organization that is ready to respond to scheduled and on-demand electoral events. The organization is committed to the development and implementation of sound business and human resource policies and procedures that encourage best practices, partnerships with external clients and support for the organization's staff.

Objectives:

4.1 Participate in, encourage and support partnerships and inter-jurisdictional cooperation.

Key activities for 2013/14:

- Conduct post-event lessons learned activities
- Host conference to share what was learned from the enumeration and general election research projects
- Work with the Legislative Library to develop a second supplement to the Electoral History of B.C.
- Learning and development days

Key performance measure 4 – Elections BC will encourage staff participation in a variety of education activities.

Performance Measure	2011/12 Actual	2012/13 Target	2012/13 Actual	2013/14 Target	2014/15 Target	2015/16 Target
Percentage calculated learning index score for Elections BC's permanent staff	71.3%	80%	100%	80%	80%	80%

Elections BC recognizes that realizing our vision to be leaders in electoral administration requires continual renewal of partnerships with other electoral jurisdictions and external agencies, participation in professional development activities, and making the most of opportunities to share best practices both inside and outside the organization. The learning index is an aggregate measure of Elections BC's staff participation in workshops, conferences, working groups, partnership projects, inter-jurisdictional learning and employee training.

The implementation of learning and development days in 2012/13 caused a significant increase in the total number of staff hours dedicated to employee training and development. This increase, combined with a larger than usual number of hours spent on inter-jurisdictional learning meant that Elections BC achieved the highest possible learning index score in 2012/13.

GOAL 4 HIGHLIGHTS OF 2012/13

Culture of continuous improvement

Following the 2011 Innovation Day pilot project reported on in last year's report, it was decided that the Innovation Day opportunity would be revamped and renamed "Learning and Development Day". These days take place bi-monthly, as operational priorities allow, and include workshops, outside speakers, and opportunities for both focused and structured discussions as well as for individual study and professional development. Subjects covered in 2012 included client groups that face barriers to the electoral process and the universal principles of democratic elections.

Inter-jurisdictional cooperation

Staff evaluated new technologies, processes and procedures in Alberta, Quebec, and the Halifax Regional Municipality as observers to their elections in 2012. In support of the work of the Independent Panel on Internet Voting, staff attended the 2012 E-voting Conference in Austria and observed the Edmonton Citizens Jury on Internet Voting.

Elections BC finances - 2012/13

ELECTIONS BC BUDGET PROCESS

The Select Standing Committee on Finance and Government Services has responsibility for considering and making recommendations on the budgets of Elections BC.

During the budget development process every fall, the Committee meets with each of the Officers of the Legislature to review their upcoming budget requirements and service plans. The Chief Electoral Officer, Deputy Chief Electoral Officer (Funding and Disclosure) and Deputy Chief Electoral Officer (Electoral Operations) met with the Committee on November 20, 2012. 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 2013/14 to 2015/16. The proposal detailed the budget requirements for ongoing operations and capital investments, and event preparations for the provincial enumeration, 2013 General Election and the Independent Panel on Internet Voting.

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. In consideration of the unpredictable nature of the work of the office, both the *Election Act* and the *Recall and Initiative Act* establish that all necessary expenses required for the administration of those Acts must be paid out of the consolidated revenue fund.

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.

In its report of December 17, 2012, the Committee recommended that Elections BC's ongoing (non-event) operating budget for fiscal year 2013/14 be $8,210,000. The recommended capital budget for 2013/14 was $700,000.

The Summary Ongoing Financial Outlook on page 26 illustrates the budgets and planned budgets for ongoing work for each of the three fiscal years beginning in 2013/14. The Select Standing Committee has approved these amounts. Funding for electoral events is not included here.

The Ongoing Operating and Event Funding information on page 23 shows Elections BC's budget for fiscal 2012/13 and the actual expenditures for that year. These amounts include funding and expenditures for ongoing work and for events conducted in 2012/13.

Detailed information on the actual costs of administering the 2013 Enumeration and General Election will be published in Reports of the Chief Electoral Officer on those events.

Ongoing operating and event funding

	2012/13 Budget $	2012/13 Actual $	Variance $
Funding			
Estimates (Note 1)	8,134,000	8,134,000	-
Other authorizations (Note 2)	10,178,818	10,178,818	-
Total funding	18,312,818	18,312,818	-
Expenses (Note 3)			
Salaries and benefits	3,598,000	3,467,926	130,074
Amortization	733,000	526,096	206,904
Building occupancy charges	1,006,000	991,428	14,572
Office expenses and telecommunications	407,000	606,930	(199,930)
Corporate information systems	1,316,000	1,070,330	245,670
Event readiness	10,000	11,297	(1,297)
Address and boundary maintenance	346,000	272,707	73,293
Voters list maintenance	107,000	95,776	11,224
Political entity reporting	226,000	134,879	91,121
Officer salary and benefits	326,000	314,114	11,886
Voter education	59,000	15,643	43,357
Events (Note 4)	10,178,818	-	10,178,818
By-elections	-	668,757	(668,757)
Enumeration	-	5,562,951	(5,562,951)
Independent Panel on Internet Voting	-	92,426	(92,426)
Potential Senate Nominee election preparation	-	40,075	(40,075)
General election preparations	-	4,330,883	(4,330,883)
Initiative petition	-	110,600	(110,600)
Total expenses	18,312,818	18,312,818	-
Funding returned	-	-	
Capital assets			
Mainframe/mini computer hardware and software	735,000	432,186	302,814

See the following pages for detailed information on notes 1-4.

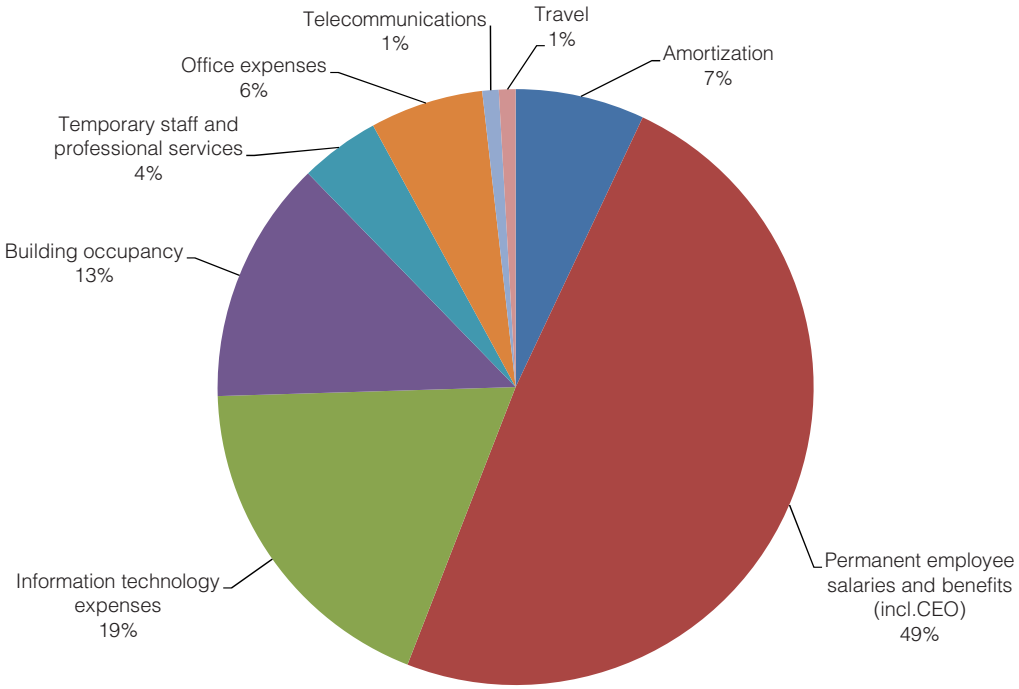
Note 1 - The ongoing (non-event) operating budget for 2012/13 was $8,134,000.

Note 2 - Other authorizations represents Election BC's share of the contingencies vote for administering the by-elections, Independent Panel on Internet Voting, an initiative petition, the 2013 Enumeration, potential Senate Nominee Election preparation and the 2013 General Election preparation.

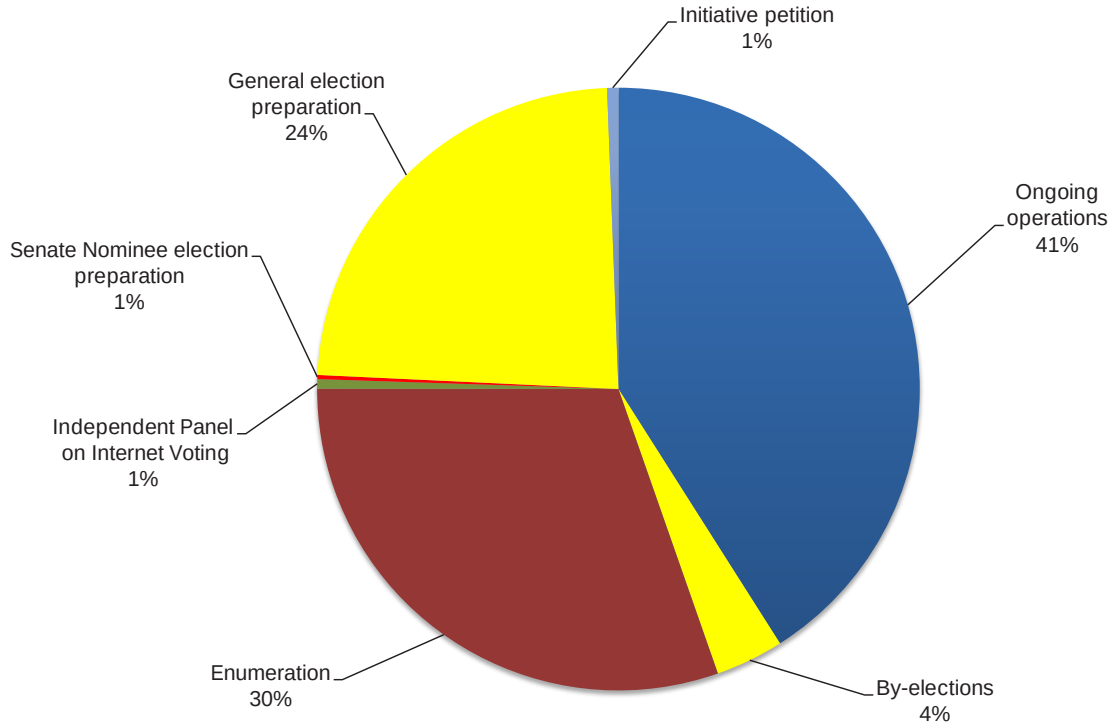
Note 3 - The budget is the Estimates budget based upon anticipated activities at the beginning of the year and does not include reallocations of budget made during the fiscal year, hence actual expenses differ from the budget.

Note 4 - The events budget is the $10,178,818 authorization from the contingencies vote.

2012/13 Ongoing operating actual expenditures by type



2012/13 Actual expenditures for ongoing operations and events



* May not total 100% due to rounding

Elections BC finances - 2013/14 - 2015/16

The summary ongoing financial outlook illustrates the operating and capital budgets for 2013/14 and planned budgets for 2014/15 and 2015/16. The Select Standing Committee on Finance and Government Services (SSCFGS) has approved these amounts. Funding for electoral events is not included here.

Summary ongoing financial outlook

		2013/14 (budget) $	2014/15 (planned) $	2015/16 (planned) $
	ONGOING OPERATING COSTS			
	Funding			
	Approved budget by SSCFGS	8,210,000	8,210,000	8,210,000
	Total funding for ongoing operating costs	8,210,000	8,210,000	8,210,000
Notes	**Expenses for ongoing core services**			
1	Salaries and benefits	3,699,000	3,739,000	3,739,000
2	Amortization	614,000	461,000	688,000
3	Building occupancy charges	1,011,000	1,011,000	1,011,000
4	Office expenses and telecommunications	440,000	396,000	396,000
5	Corporate information systems	1,462,000	1,348,000	1,353,000
6	Event readiness	10,000	10,000	10,000
7	Address and boundary maintenance	297,000	282,000	282,000
8	Voters list maintenance	95,000	180,000	127,000
9	Political entity reporting	195,000	393,000	214,000
10	Officer salary and benefits	328,000	331,000	331,000
11	Voter education	59,000	59,000	59,000
	Total expenses for ongoing operating costs	8,210,000	8,210,000	8,210,000

See the following pages for detailed information on notes 1 - 11.

	2013/14 (budget) $	2014/15 (planned) $	2015/16 (planned) $
CAPITAL ASSETS			
Approved budget by SSCFGS			
Computer hardware servers and related software	700,000	700,000	700,000
Total funding for capital assets	700,000	700,000	700,000

1. The salaries and benefits line includes salaries and benefits for Elections BC's 44 permanent employees. All employees are paid in accordance with policies established by the BC Public Service Agency.
2. Amortization is the allocation of costs of capital assets over their 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 Contributions System (FRPC) and other information systems. For example, the figure in the capital budget for EIS represents the actual cost for 2013/14; however, that actual cost must also be paid for out of the operating budgets over a number of years. Amortization is government policy determined by the Office of the Comptroller General, and Elections BC does not have flexibility to change it.
3. Building occupancy charges are rental charges for office and warehouse space.
4. Office expenses and telecommunications includes telephones, supplies, equipment, postage, courier, bank charges, staff training, travel, legal fees and statutory advertising.
5. Corporate information systems include technology services which have been outsourced through a contract with Hewlett-Packard (Canada), such as support of EBC's computers, servers and applications; maintenance and enhancement of 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 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.
6. Event readiness includes expenses necessary to ensure that EBC maintains a constant state of readiness to administer unscheduled electoral events such as initiative petitions, recall petitions and by-elections. Expenses include the printing of forms and guides.
7. 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 and address data. 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, along with their electoral district and voting area assignments; and to communicate this electoral information through map products and web tools.

8. 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.
9. Political entity reporting includes the costs associated with reviewing financing reports for candidates and other political entities; conducting investigations of political entities, candidates and election advertising sponsors in accordance with section 276 of the *Election Act*; development and delivery of guides, forms and training for political entities, financial agents and auditors; registration and updates of political parties, constituency associations and advertising sponsors.
10. The salary of the Chief Electoral Officer is established by the *Election Act* and is equal to the salary paid to the Chief Judge of the Provincial Court.
11. Voter education includes the cost of public education activities, including the production of teacher resources. The Grade 5 resource, "The Election Tool Kit," and the Grade 11 resource, "Think Choose VOTE," aim to introduce youth to the importance of active participation in the provincial electoral process. The teacher resources are designed to fulfill learning outcomes of the Grade 5 and Grade 11 B.C. curricula.

Appendices

Appendix A: “At-a-glance” projects and activities, 2013/14

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: Minutes of the Election Advisory Committee Meeting

APPENDIX A: "AT-A-GLANCE" PROJECTS AND ACTIVITIES - 2013/14

Goals	1. Ensure ongoing support and enhancement of the electoral process	2. Ensure efficient and effective administration of electoral events
Objectives and projects	**Ensure the ongoing functioning of critical information systems** Projects: ▪ Maintain and upgrade information systems: the Electoral Information System (EIS), the Recall and Initiative Verification System (RIVERS) and the Online Voter Registration (OVR) system ▪ Review requirements for an inventory management and supply distribution system ▪ Review information systems used to manage temporary employees	**Ensure Elections BC maintains readiness for scheduled and on-demand events** Projects: ▪ 2013 Enumeration delivery ▪ 2013 General Election delivery ▪ Westside-Kelowna by-election delivery ▪ Administration of the initiative petition to amend the *Police Act* ▪ By-election readiness ▪ Initiative petition readiness
	Maintain a sound infrastructure that meets organizational needs Projects: ▪ Develop a formalized privacy management framework ▪ Conduct a competitive process to select an IT service provider ▪ Renew planning framework	**Improve voting process to better serve voters and realize efficiencies** Projects: ▪ Voting modernization
	Ensure efficient and effective management of the voters list, address data and electoral geography Projects: ▪ Conduct a strategic review of voter registration ▪ Replace the geocoder used by the Integrated Digital Electoral Atlas (IDEA)	**Improve the current model for election administration in the field** Projects: ▪ Enhance desktop application used for field communication and progress tracking ▪ Review and evaluate technology deployed to field ▪ Document lessons learned from 2013 General Election and Enumeration
Ongoing work	▪ Maintain policies and procedures ▪ Maintain voters list and electoral geography ▪ Maintain IT applications and technical infrastructure ▪ Develop and update geography products ▪ Review legislation and legislative interpretation ▪ Receive and review annual financial reports of political parties and constituency associations ▪ Enforce legislation ▪ Election Advisory Committee liaison and consultation ▪ Manage records and dockets ▪ Manage warehouse ▪ Maintain risk management program ▪ Maintain corporate performance measurement program ▪ Enhance planning framework ▪ Prepare and maintain annual budgets ▪ Maintain and administer facilities ▪ Maintain register of political parties, constituency associations and election advertising sponsors ▪ Maintain intranet and internal communication tools ▪ Perform policy development	▪ Administer initiative petition process (on-demand) ▪ Deliver by-election(s) (on-demand) ▪ Deliver referenda (on demand)

Goals	3. Provide an inclusive and accessible electoral process	4. Be a learning organization that develops and shares best practices
Objectives and projects	**Provide high quality services to clients in a manner that is responsive to their needs** Projects: ▪ Independent Panel on Internet Voting ▪ Post-election voter/non-voter survey ▪ Review online service offerings ▪ Define requirements for candidate electronic filing system	**Participate in, encourage and support partnerships and inter-jurisdictional cooperation** Projects: ▪ Participate actively in Conference of Canadian Election Officials ▪ Host visitors' program in conjunction with the general election ▪ Develop conference to share what was learned from the enumeration and election ▪ Update B.C.'s electoral history
Ongoing work	▪ Prepare and deliver financial agent training ▪ Scan and post financing reports ▪ Prepare and publish political contributions data ▪ Issues management and media relations ▪ Update website on regular basis ▪ Political party information sessions ▪ Maintain and enhance public education programs ▪ Ongoing voter education and awareness and school programs ▪ Review of voting area boundaries ▪ Respond to inquiries from the public and other stakeholders	▪ Ongoing liaison with electoral agencies ▪ Research and development ▪ Develop and maintain partnerships ▪ Develop and maintain staff ▪ New employee orientation ▪ Planning framework training ▪ CEO-facilitated leadership forum ▪ Employee Performance Development Program ▪ Internal workshop program

APPENDIX B: POLITICAL PARTY REGISTRATIONS AND DEREGISTRATIONS

As of March 31, 2013, there were 25 political parties registered in B.C.

The following political party registrations and deregistrations occurred between April 1, 2012 and March 31, 2013.

Political party registrations

- British Columbia Excalibur Party

Voluntary political party deregistrations

- Individual Rights Party of British Columbia
- Nation Alliance Party
- The Sex Party

APPENDIX C: CONSTITUENCY ASSOCIATION REGISTRATIONS AND DEREGISTRATIONS

As of March 31, 2013, there were 159 constituency associations registered in B.C.

The following constituency association registrations and deregistrations occurred between April 1, 2012 and March 31, 2013.

Constituency association registrations

British Columbia Conservative Party

- Burnaby-Deer Lake Constituency Association British Columbia Conservative Party
- Kamloops-North Thompson Constituency Association British Columbia Conservative Party
- Kamloops-South Thompson Constituency Association British Columbia Conservative Party
- Kelowna-Mission Constituency Association British Columbia Conservative Party
- Nechako Lakes Constituency Association British Columbia Conservative Party
- Peace River South Constituency Association British Columbia Conservative Party
- Richmond-Steveston Constituency Association British Columbia Conservative Party
- Vancouver-Langara Constituency Association British Columbia Conservative Party
- Vancouver-Point Grey Constituency Association British Columbia Conservative Party
- Vancouver-Quilchena Constituency Association British Columbia Conservative Party

Green Party Political Association of British Columbia

- Esquimalt-Royal Roads Constituency Association Green Party Political Association of British Columbia
- Oak Bay-Gordon Head Constituency Association Green Party Political Association of British Columbia
- Saanich North and the Islands Constituency Association Green Party Political Association of British Columbia
- Saanich South Constituency Association Green Party Political Association of British Columbia
- Vancouver-False Creek Constituency Association Green Party Political Association of British Columbia
- Vancouver-Mount Pleasant Constituency Association Green Party Political Association of British Columbia

Independent

- Abbotsford South Constituency Association Independent MLA John van Dongen

Voluntary constituency association deregistrations

British Columbia Conservative Party

- Boundary-Similkameen Constituency Association British Columbia Conservative Party
- Vancouver-Kingsway Constituency Association British Columbia Conservative Party

Constituency association suspensions

In accordance with section 159(5) of the *Election Act*, the Chief Electoral Officer may suspend the registration of the constituency association if the organization does not file notice of a registration update within 60 days after a change occurs. The suspension continues until the notice is filed in accordance with the Act. The following constituency associations were suspended between April 1, 2012 and March 31, 2013:

British Columbia Conservative Party

- Burnaby North Constituency Association British Columbia Conservative Party
- Maple Ridge-Pitt Meadows Constituency Association British Columbia Conservative Party

APPENDIX D: ORDERS OF THE CHIEF ELECTORAL OFFICER

Section 280 of the *Election Act* establishes the authority of the Chief Electoral Officer to make specific or general Orders under certain circumstances. Between April 1, 2012 and March 31, 2013, five Orders were made by the Chief Electoral Officer. The Orders are summarized below:

ORD001-2012
April 2, 2012

The Surrey-Tynehead NDP was granted an extension to April 16, 2012, to file its 2011 annual financial report.

ORD002-2012
April 2, 2012

The Green Party Political Association of British Columbia was granted an extension to April 23, 2012, to file its 2011 annual financial report.

ORD003-2012
April 19, 2012

A voter in the Chilliwack-Hope by-election requested a voting package under s. 106 of the *Election Act* using the online application form available from the Elections BC website. When the voter called on April 18, 2012 to inquire about the status of the package, it was determined that the package had been processed by the District Electoral Officer and mailed on April 4, 2012, but had not been delivered to the voter. The District Electoral Officer issued a replacement package but the voter was unable to complete and deliver the voting package to the Chilliwack-Hope district electoral office by the close of voting. The voter was permitted to return the voting package provided that it was postmarked by the close of voting for the by-election and was received by the District Electoral Officer prior to final count. The certification envelope would be accepted by the District Electoral Officer as if it had been received by the deadline.

ORD004-2012
July 18, 2012

A candidate in Port Moody-Coquitlam was granted an extension to August 3, 2012, to file their election financing report for the 2012 by-election in Port Moody-Coquitlam.

ORD001-2013
March 28, 2013

The Burnaby-Lougheed Constituency Association British Columbia Conservative Party was granted an extension to April 23, 2013 to file its 2012 annual financial report.

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 or events that were held or attended in the last year.

Advisory Committee of Electoral Partners
Annual Conference of Canadian Election Officials
Annual Conference of the Council on Governmental Ethics Laws
BC Teachers' Institute
Canadian Political Science Conference
Concordia University, Workshops on Social Science Research
Edmonton Citizen Jury on Internet Voting
Election Advisory Committee
Emily Carr University, Design for Democracy course
General Election Visitors Program: Alberta
General Election Visitors Program: Quebec
Halifax Municipal Region Election Tour
Independent Panel on Internet Voting
National Roundtable on Youth Voter Engagement
Provincial Identity Information Management Steering Committee
Rotary International, Saanich
Targeted voter registration activities at Kwantlen Polytechnic University, Simon Fraser University, Thompson Rivers University, University of British Columbia, University of Victoria, and Vancouver Community College
The Integrity Group
Union of B.C. Indian Chiefs, Chiefs Council Meeting
University of British Columbia, Democracy Week

APPENDIX F: REPORTS OF THE CHIEF ELECTORAL OFFICER

The following is a list of reports and publications Elections BC has tabled in the last fiscal year. This report is available on the Elections BC website.

Reports of the Chief Electoral Officer

Report of the Chief Electoral Officer on the Port Moody-Coquitlam and Chilliwack-Hope By-elections – April 19, 2012

APPENDIX G: MINUTES OF THE ELECTION ADVISORY COMMITTEE

Tuesday, October 23, 2012
1 p.m. - 4 p.m.
Fairmont Waterfront Hotel
900 Canada Place Way, Vancouver, British Columbia

Present:
Committee members -
Michael McDonald, BC Liberal Party
Jan O'Brien, BC NDP
Murray Weisenberger, Green Party Political Association of British Columbia

Elections BC Staff -
Keith Archer, Ph.D., Chief Electoral Officer (Chair)
Nola Western, C.A., Deputy Chief Electoral Officer, Funding and Disclosure
Anton Boegman, Deputy Chief Electoral Officer, Electoral Operations
Amie Foster, Manager, Executive Services (minutes)

Regrets:
Cathy Young, BC Liberal Party
Leslie Kerr, BC NDP

Meeting convened at 1:04 p.m.

1. Welcome and Introductions

Keith Archer apologized for the late cancellation of the Election Advisory Committee (EAC) meeting planned for October 15, and thanked attendees for making time to attend this rescheduled meeting. He noted that the cancellation resulted in the EAC meeting being held after the Political Party Information Session (PPIS) – an unusual sequence of meetings.

Keith acknowledged that Jan O'Brien and Murray Weisenberger had both attended the PPIS meeting and agreed to send the notes of that meeting to Michael McDonald for reference.

Keith's brief comments introduced the strategy for the 2013 Enumeration. He explained that Elections BC (EBC) takes the quality of the voters list very seriously and that a recent change in the *Election Act* allows the CEO to determine the enumeration method. The planned enumeration is expected to be more effective and less expensive than a province-wide door-to-door event. He explained that the strategy includes targeted local activities, including door-to-door enumeration in some underrepresented areas, and a province-wide mail out.

Keith also introduced planned voting process changes and explained that District Electoral Officers and Deputy District Electoral Officers were currently being trained in Richmond.

Discussion

Murray Weisenberger stated that he would rely on the expertise of Elections BC regarding enumeration and that he felt that the Act should not be too prescriptive in this area.

Mike asked if there was a visitors' program planned for the 2013 General Election.

Keith confirmed, and they agreed to discuss it further offline.

2. Legislation update

Nola Western explained that the only change in legislation since 2009 was the repeal of the requirement for a door-to-door enumeration. This change is expected to result in a voters list as good as, or better than in 2009, with costs reduced from $29.9 million to $7.5 million.

Nola also explained that the Court of Appeal had ruled that the pre-campaign period for third-party election advertising sponsors was unconstitutional – the entire pre-campaign period no longer applies to third parties.

Nola explained that the CEO must consult with the EAC before making a Regulation at any time other than during an election period for a general election. She then presented EAC members with two regulated forms for third parties that require updating to reflect the Court's decision.

The EAC members in attendance endorsed the changes by consensus.

Finally, Nola advised that authorization statements no longer need to be displayed on election advertising on the Internet if clicking on the ad takes the reader to another web page containing the statement. Nola likened this to the way one would read a brochure with the statement on the back flap. Letters clarifying this change were sent to all political parties on October 19.

Keith added that while there is no legislation, he sought funding from the Select Standing Committee on Finance and Government Services for a possible Senate Nominee Election in conjunction with the 2013 General Election. He explained that time was of-the-essence to ensure that EBC's information technology systems could manage concurrent electoral events if required to do so. The Committee agreed to recommend funding of $250,000 to be spent this fiscal year prior to legislation being passed and an additional $768,000 to be spent if legislation is passed.

3. 2013 Enumeration approach

Anton Boegman provided attendees with a high-level overview of the 2013 Enumeration strategy.

Discussion

Jan asked if the province-wide mail-out would be addressed to mailing or residential addresses. She also asked for clarification on the strategy to reach out to individuals living in secondary suites without a separate mailing address.

Anton explained that the mail-out would be addressed to either the mailing or the residential address of a voter, depending on the information supplied by that voter. He also explained that the strategy for reaching voters in secondary suites was in development, but that the general concept is to identify areas of high-mobility or underrepresentation on the list and have enumerators go door-to-door. He also explained that the messaging in the mail-out was inclusive.

Murray asked if the ICBC data that Elections BC receives contains information regarding secondary suites.

Anton confirmed that ICBC is the primary source for this type of information. He explained that EBC receives monthly updates, but that some individuals use an alternate address to reduce their insurance rates.

Jan asked how EBC will reach out to women who, for cultural or other reasons, do not drive.

Anton explained that registration information would be published widely in local media. The plan also includes outreach to local community leaders.

Michael asked how EBC defines coverage versus currency. Anton explained the following:

- coverage is the number of people on the voters list
- currency is the number of people on the list at the correct address
- net currency is the coverage times the currency, resulting in the percentage of eligible voters in B.C. at the correct address

Jan asked what role the political parties will have on the DEO advisory panel.

Anton explained that EBC would post the plans established by each DEO for their electoral district.

Jan clarified by asking what role the political parties would have at the planning level. She noted that candidates are familiar with their electoral districts and that they too have a role in getting people out to vote.

Keith replied that while EBC is interested in party input, it is very important for Elections BC to remain neutral in their dealings with the political parties; the organization must not become an instrument for parties to compete with one another.

Jan asked if the DEOs had been appointed for the 2013 General Election, and if they had completed their enumeration plans.

Anton answered that they had been appointed and that their enumeration plans will be complete by the end of the calendar year. When complete, the plans will be reviewed by the Director of Voter Registration and Boundaries.

Murray asked how many DEOs were DEOs in the last general election.

Anton told the Committee that approximately 60-70% of the DEOs and their Deputies have returned, and that some hold concurrent federal Returning Officer appointments.

Murray asked if voters could go online to determine if their registration information was correct, and if that information was part of the communications/advertising strategy.

Anton confirmed.

Jan asked for clarification regarding the criteria for selecting voting locations.

Anton said that accessibility is a primary factor, as is public transportation. Anton also explained that DEOs reach out to community leaders to establish the needs in that area. For example, some First Nations Communities appreciate mobile teams in their communities; others would prefer to vote at a voting place elsewhere.

Michael asked how areas for door-to-door enumeration were identified/prioritized.

Anton told the Committee that these areas will be identified and prioritized by DEOs based on their local knowledge, and that Elections BC worked with BC Stats to identify areas with lower-than-average net currency. Anton added that teams of enumerators will be assigned to these areas; they will visit each residence up to three times, and will leave behind a card with registration information.

Jan asked if the enumerators will work evenings and weekends.

Anton confirmed that these teams will work during times they are most likely to reach residents. He added that each team will be given registration information for that walk only, and that to limit risk to personal information in the field, enumerators will be instructed to mail the completed forms back to Elections BC on the same day.

The dates for the field enumeration are March 6 - 23, 2013.

Murray asked if Elections BC will have access to new apartment buildings.

Anton answered that EBC has the authority to access the buildings, but that there are practical constraints (locked doors on each floor, etc.). In some cases, it is more practical for DEOs to work with building managers to set up a table in the lobby or find another solution.

Jan asked if there would be any enumeration activities taking place in February.

Anton replied that the provincial mail-out and advertising will happen in February, but that the targeted registration activities will occur in March.

Jan asked if DEOs could request larger numbers of enumeration staff for their electoral districts as necessary.

Keith confirmed that there will be districts with very stable populations that need fewer enumeration resources and others with high mobility that require more. He explained that DEOs will have some latitude to define their needs.
Jan asked if urgency, rather than budget, would be the primary driver in making those decisions.

Keith confirmed that this was the case.

Keith offered a re-cap of the conversation by explaining that Elections BC did not view province-wide door-to-door enumeration as an efficient or cost effective method for enumeration. However, Elections BC believes that door-to-door enumeration is a useful tool in some areas. Initially EBC planned to undertake the same strategy as was used in 2009 with a similar budget; however, the debate over Bill 33 caused Elections BC to consider additional activities targeting voters that are more likely to need to register or update their information.

Jan asked if political parties could place online-fillable registration forms on their party websites.

Anton clarified that this would result in concurrent creation of registration information and a potential supporter database for the party and that there may be privacy concerns.

Keith committed to exploring this request in further detail.

Keith explained that enumerations in Quebec are different than in B.C. In Quebec, the legislation provides for negative check-off, meaning that newly eligible voters (new Canadians, new residents, people who will be 18 at the time of an election) are automatically added to the voters list unless they formally request otherwise. Their data comes from health records and from the provincial citizenship office. The result is the highest quality voters list in the country.

Anton noted that the BC Services Card project might allow for better agency integration, including the establishment of a Quebec style enumeration model, and added that after the 2013 General Election, Elections BC will undertake some strategic planning regarding the voters list.

Murray asked if legislative change would be required.

Anton confirmed that some legislative change may be necessary.

4. 2013 General Election

Anton provided attendees with a high-level overview of the voting modernization and communications strategy for the 2013 Provincial General Election.

Discussion

Michael noted that during the by-election in Chilliwack-Hope more voters used advance voting than at previous events. He explained that this contributes to the efficiency of the get-out-the-vote efforts of the parties. Michael added that it would have been useful if there had been more advance voting locations in that electoral district, and suggested that EBC look at that for future

events.

Anton agreed to do so.

Jan concurred with Michael and added that it would have been beneficial if the mobile teams remained in one location for longer periods of time (some locations offered mobile voting for one hour only).

Anton clarified that advance voting is conducted in one location for four days from 8 a.m. to 8 p.m. Mobile teams are tasked with administering voting to voters who are unable to attend a voting place, including voters on some reservations, in remote work camps, in remote communities, and in seniors' homes, etc. These teams focus on their target groups and move on.

Michael asked when voting places would be finalized.

Anton explained that the assignment of voting places is ongoing until about 10 days prior to the writs being issued (April 16).

Murray asked if most would be confirmed before that time.

Anton said yes and explained that EBC tries to limit changes to voting locations once established.

Murray stated that the parties dislike it when voting locations change. Nola added that the public holds a similar view.

Michael asked about the process for administering absentee voting-by-mail.

Anton explained that this process is changing. Voters can now request an absentee voting package anytime. Packages may be shipped beginning 30 days prior to Writ Day, depending on where the voter is; for example, a voter who is currently outside of the province will be able to receive an early voting package. Voters may not vote (mark and return the marked ballot) until after the writs are issued, but this new process will allow for better participation from voters who are abroad at the time of the election.

Michael asked about the new voting area catchment map booklet. He explained that this would be a useful tool for parties.

Anton agreed to post a PDF of this document on the EBC website.
Michael asked if voters had to be on the voters list to receive a Vote by Mail package.

Anton explained that when they call to request the package they are prompted to register or update as necessary.

Jan explained that the NDP was developing a handheld application for the 2013 General Election. She asked when voting place location information would be available.

Anton stated that that information would be finalized on or around April 5.

Jan and Murray gave positive feedback regarding the voting modernization and communications strategies.

5. Independent Panel on Internet Voting (IPIV)

The Independent Panel on Internet Voting is underway. Keith is Chair of the panel, which will consider prospects for Internet voting at the local government and provincial levels in British Columbia. Panelists were invited in August/September and the group has met twice since that time. The authority for the establishment of the panel is section 12 of the *Election Act*. The budget for the panel's work is $420,000, which is expected to be spent over two fiscal years. Feedback from the public will be welcomed through the IPIV website in due course, and will likely be formatted to ask specific questions. The detailed work plan will be defined in December.

Discussion

Jan cautioned Keith to move slowly with regard to Internet voting - citing the recent experience of the federal NDP during their leadership contest.

Keith acknowledged her comment and added that the panel would look at a range of experiences from many different jurisdictions.

6. General discussion

Jan drew attention to the process for providing scrutineers with participation information on General Voting Day. She suggested that Elections BC consider modifications to the current processes to include "carbon" or "bingo" sheets for scrutineers (similar to the process used by Elections Canada). This would prevent scrutineers from being intrusive and having to copy sequence numbers for party reference.

Anton committed to investigate possible options allowable under current legislation.

Michael supported Jan's statements. He explained that the current process is inefficient, and that his party also wants to encourage better turnout. Currently the BC Liberal Party sends runners into voting places to collect "bingo sheets". However, it is becoming more difficult to get volunteers to work as scrutineers. Michael stated that he would welcome a work-around.

Anton added that a scrutineer's primary role is to view voting proceedings and to draw attention to any issues so that they can be corrected by a supervisor on-site. They are a check on the process that enhances transparency.

Jan explained that scrutineers have a bigger role than gathering names - that they need that information to get the vote out.

Anton added that legislative change had recently resulted in a modified Elections Canada

process.

Jan asked about the process for obtaining a record of voters who voted during advance voting, and suggested that access to this information can be inconsistent between electoral districts. Anton explained that if parties are not given access as intended by legislation and procedure, they should contact Elections BC or him directly.

Jan asked if parties could be provided with a data extract of voters who participated following the election. She explained that this information would help with engagement efforts.

Anton explained that this is not something that is currently produced, and agreed to consider whether this would be allowable under the current legislation.

Michael expressed that he would also support this. He explained that while they can collect voter participation information at voting places, it is inefficient for the party. He explained that the BC Liberal Party stops collecting participation information after 7:15 p.m. on General Voting Day because its get-out-the-vote efforts are complete by then. He added that a voter participation extract would benefit parties in their efforts to get the vote out.

Anton and Keith explained that they would be surprised if supplying the extract was not allowable under the Act because the same information can be collected at the voting place on General Voting Day.

Murray stated that he is really happy with how things are going.

Michael stated that the meeting was informative.

The discussion shifted to voter participation. Anton again highlighted the benefits of the Quebec enumeration model.

Keith added that the Quebec model would have an impact on the number of young people on the list.

Anton followed with a statement on the importance of encouraging registered voters to update their voter registration information when they move. He closed his comments by adding that while Elections BC provides teachers with teaching tools targeted at Grade 11 students, the students have no action step at that time. An ongoing recommendation to allow Elections BC to maintain a provisional voters list for people aged 16-17 remains a priority.

7. Closing comments

Keith thanked members for their attendance and reminded them that the next meeting of the EAC was expected to take place in the Fall of 2013.

The meeting was adjourned at 4:02 p.m.

Glossary

By-election

An 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.

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*.

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 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. A voting area is generally a geographic area containing no more than 400 registered voters.

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