



ELECTIONS BC

A non-partisan Office of the Legislature

Annual Report **2016/17**
and Service Plan **2017/18 - 2019/20**

Annual Report 2016/17
and Service Plan 2017/18 - 2019/20



Mailing Address:
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6

Location:
Suite 100 – 1112 Fort Street, Victoria BC

Phone: 250-387-5305
Toll-free: 1-800-661-8683/ TTY 1-888-456-5448
Fax: 250-387-3578
Toll-free Fax: 1-866-466-0665
Email: electionsbc@elections.bc.ca
Website: www.elections.bc.ca

October 16, 2017

Honourable Darryl Plecas
Speaker of the Legislative Assembly
Province of British Columbia
Parliament Buildings
Victoria, British Columbia
V8V 1X4

Dear Mr. Speaker:

I have the pleasure to submit Elections BC's Annual Report for the 2016/17 fiscal year and Service Plan for the 2017/18 - 2019/20 fiscal years. This document reports on the activities Elections BC undertook between April 1, 2016 and March 31, 2017 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

Table of contents

Message from the Chief Electoral Officer	1
The organization	2
Planning and performance	8
Top priority	11
Supporting priorities	16
Elections BC finances	26
Looking back (2016/17)	26
Looking forward (2017/18 - 2019/20)	31
Appendices	35
Appendix A: “At-a-glance” projects and activities, 2017/18	36
Appendix B: Political party registrations and deregistrations	40
Appendix C: Constituency association registrations and deregistrations	41
Appendix D: Orders of the Chief Electoral Officer	47
Appendix E: Activities of the Chief Electoral Officer	48
Appendix F: Reports of the Chief Electoral Officer	50
Appendix G: Local by-elections and non-election assent voting	51
Appendix H: Minutes of the Election Advisory Committee meeting	54
Glossary	63



Message from the Chief Electoral Officer

I am pleased to present Elections BC's Annual Report for 2016/17 and Service Plan for 2017/18 - 2019/20 to the Legislative Assembly.

The year before a provincial general election is always a period of heightened activity at Elections BC. Our voting modernization program was a significant focus of efforts leading up to the scheduled May 9, 2017 Provincial General Election. Lessons learned in two by-elections held in February 2016 were used to prepare to administer advance and absentee voting using technology for the first time in a general election.

New approaches to event preparatory activities were rolled out in a number of areas during the 2016/17 fiscal year. Highlights include successfully implementing a blended training model for district electoral officers, expanding strategic partnerships to encourage participation in the election, redesigning our website, and launching the Youth at the Booth program to encourage young people to work as election officials. Technology was also used for the first time to record voter registrations collected in person during the enumeration, resulting in higher quality registration data and more efficient downstream processing.

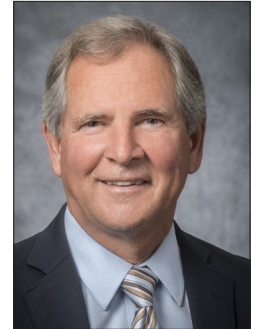
My office has also been busy in the area of electoral finance in 2016/17. We have administered the campaign financing and advertising provisions for 31 local by-elections and 14 non-election assent votes. Preparations have begun to administer campaign finance rules for the 2018 General Local Elections. In provincial electoral finance, responding to a request from the Attorney General, my office issued a discussion paper in May 2016 laying out options for implementing more frequent disclosure of political contributions. In early March 2017, I referred an investigation of indirect political contributions and other potential violations of the *Election Act* to the RCMP, to ensure that the investigation would not impede Elections BC's administration of the 2017 Provincial General Election.

Looking forward, Elections BC is moving into a period of change following the election of a minority government in the 2017 Provincial General Election. We must now maintain an ongoing state of readiness for a provincial general election, while also delivering other scheduled and on-demand events. We are developing plans and assessing our resource needs to ensure we continue to provide a high level of service to our stakeholders.

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



Keith Archer, Ph.D.
Chief Electoral Officer
British Columbia
October 2017



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 seven work units.

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 operational support to the Chief Electoral Officer, policy analysis and development, and research and communications services to the organization. It is also responsible for inter-jurisdictional liaison and collaboration, reporting to the Legislative Assembly 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

Provincial Electoral Finance

The Provincial Electoral Finance work unit is responsible for interpreting legislation and ensuring compliance and enforcement of electoral financing law 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 and enforcement of those provisions. This 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.

Finance and Administration

The Finance and Administration work unit is responsible for providing financial and administration services to Elections BC including 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 group of public service employees and more than 25,000 temporary staff and election officials during a provincial general election. The work unit also manages Elections BC's warehouse and the warehouse's inventory distribution system.

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 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.

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 projects and performs systems operations, administration, security and maintenance for key computer applications, encompassing all aspects of electoral administration.

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

Corporate Planning and Event Leadership

The Corporate Planning and Event Leadership 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 and risk management.

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 (DEOs) and their deputies, 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 reporting of results.

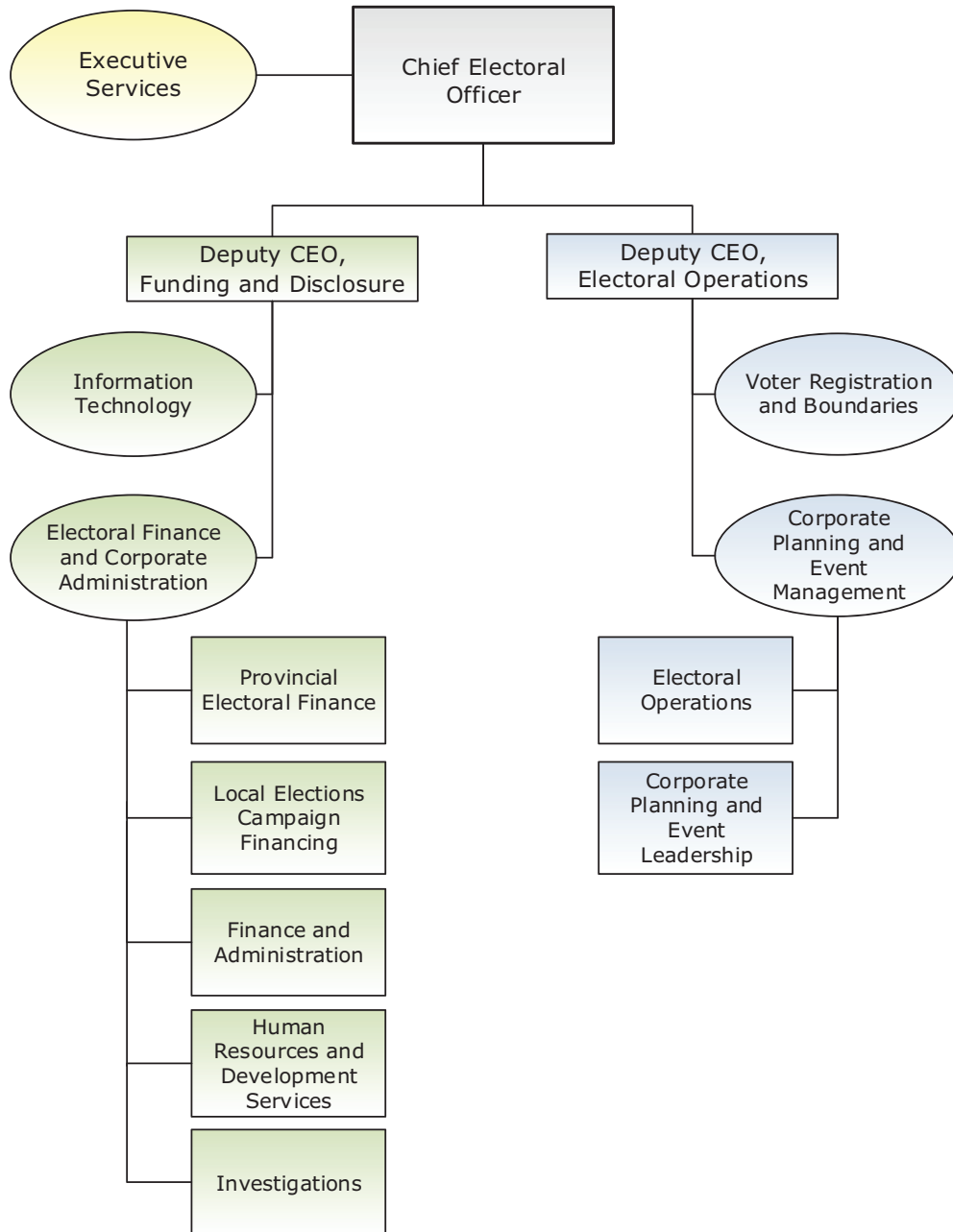
The Electoral Operations work unit is also responsible for the training of all election officials, from district electoral officers responsible for delivering an election in an electoral district, to the over 23,000 election officials who serve voters directly in the voting place.

Voter Registration and Boundaries

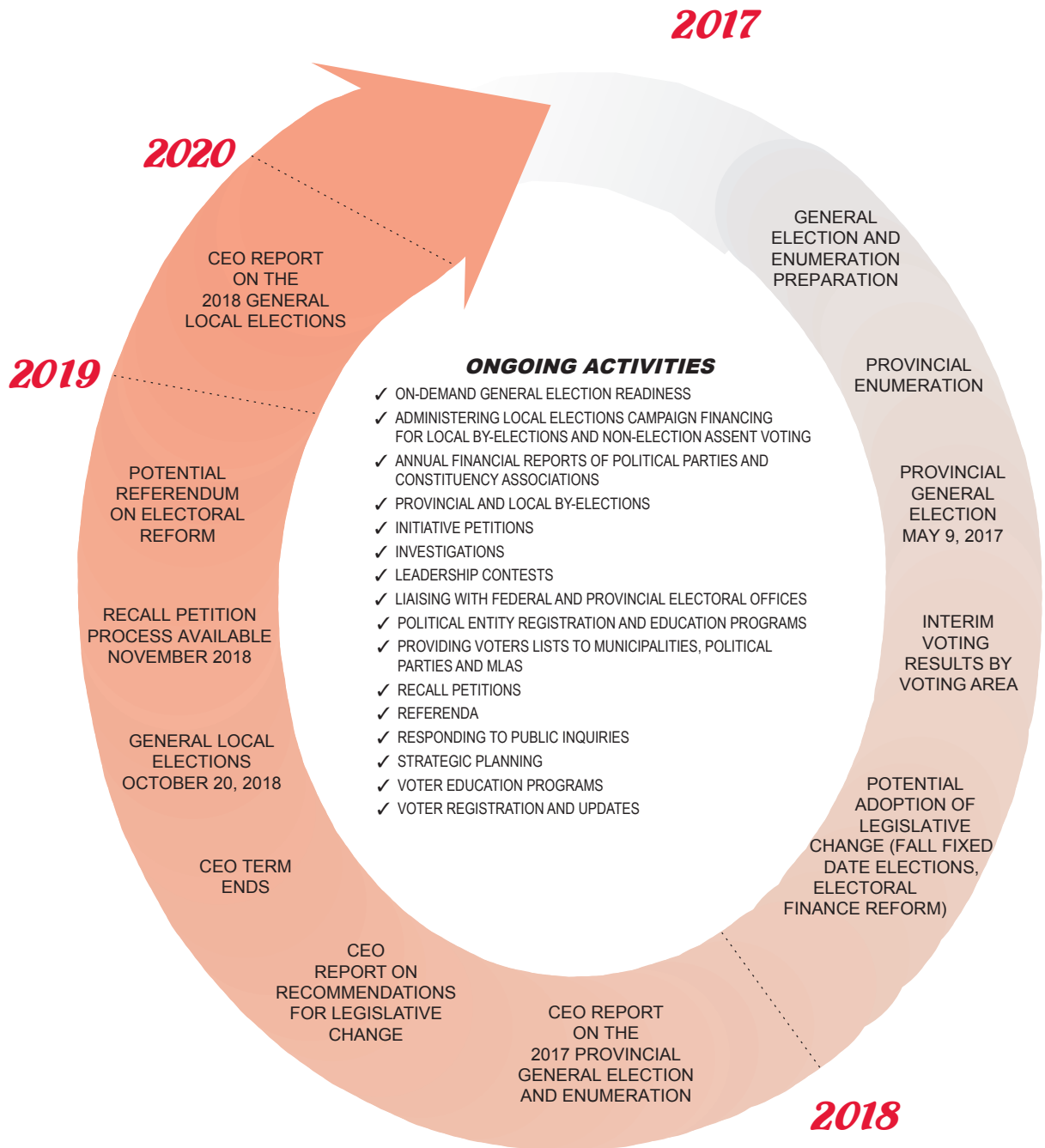
The Voter Registration and Boundaries (VRB) program area is responsible for the provincial register of voters and for provincial electoral and administrative boundaries. VRB manages all voter registration services and coordinates voter data integration from external agencies including Elections Canada, BC Vital Statistics, and the Insurance Corporation of BC. VRB 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, and candidates during an election and to local governments for electoral administration during local elections.

VRB produces and distributes a full suite of electoral geography products, including provincial electoral boundary maps, voting area maps and voting place maps. VRB is responsible for the maintenance and distribution of a provincial address registry and an electoral street index used to ensure voters are assigned to their correct electoral district and voting area.

ORGANIZATION CHART



BUSINESS CYCLE 2017-2020



STRATEGIC CONTEXT

Since 2005, Elections BC has delivered provincial general elections in an environment of fixed dates, where pre-election activities can be staged based on a certain time frame. The election of a minority government in the 2017 Provincial General Election means that the timing of the next provincial general election is uncertain and Elections BC must now maintain an ongoing state of readiness. The B.C. government has also laid out an ambitious electoral reform agenda. Legislation has been introduced to amend the electoral finance rules established under the *Election Act*, and plans have been announced to change the date of the next scheduled provincial general election from the spring to the fall, put the question of proportional representation to the people through a referendum, and, depending on the outcome, implement a new voting system.

Elections BC will see a significant increase in its workload as it balances the ongoing requirement for general election readiness with delivery of the government's electoral reform agenda. These responsibilities will be in addition to delivering the campaign financing provisions for scheduled local general elections in 2018, and unscheduled events, such as provincial by-elections, initiative or recall petitions, plebiscites and referenda, and the campaign financing and election advertising provisions for local non-election assent voting and by-elections.

Given the increase in the volume of work Elections BC will deliver during the next four-year business cycle, we are carefully considering how best to resource and organize our operations to ensure we are ready to deliver events while continuing to improve the quality of services we offer to voters and other participants in the political process. Electoral agencies across Canada are exploring opportunities to modernize service delivery. Whether it is through accessible websites, electronic filing of financial reports from political participants, or the modernization of voting processes, there is a growing focus on improving accessibility to services and technology is playing a growing role.

As part of its voting modernization program, Elections BC's introduced technology to the administration of advance and absentee voting in the 2017 Provincial General Election. There is more that can be done in this area to significantly improve service to voters and the timeliness of results reporting, while protecting the accessibility and integrity of the electoral process which is essential for public trust. As legislative change is required, Elections BC will make recommendations to the Legislative Assembly in the winter of 2018 on a technology-supported voting model for implementation in the next scheduled provincial general election.

Planning and performance

These statements and priorities from our 2015-2021 Strategic Plan will guide our work for the period 2016/17-2019/20.

VISION

To be leaders in electoral administration.

We realize our vision by:

- Respecting stakeholders – continuously striving to better respond to the diverse needs of our stakeholders
- Earning trust – administering processes in a professional and trustworthy manner
- Sharing and learning – sharing our expertise and collaborating to learn from others

MISSION

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

We realize our mission by:

- Upholding the fundamental principles of democracy in all that we do
- Ensuring equitable access to the democratic process

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*.

VALUES

Accountability	We take responsibility for our actions and decisions
Impartiality	We treat all voters, candidates, political parties, elector organizations and other stakeholders fairly
Innovation	We explore new ways to both improve service levels and make effective use of public funds
Transparency	We are open about how we work and communicate issues that may impact our stakeholders
Service Orientation	We strive to anticipate and meet the diverse needs of our stakeholders
Independence	We operate free from the influence of government and politics as we deliver our mandated responsibilities
Integrity	We are honest, and our decisions and actions are consistent with our values

By staying true to these values, we will earn and maintain the trust of British Columbians.

PRIORITIES

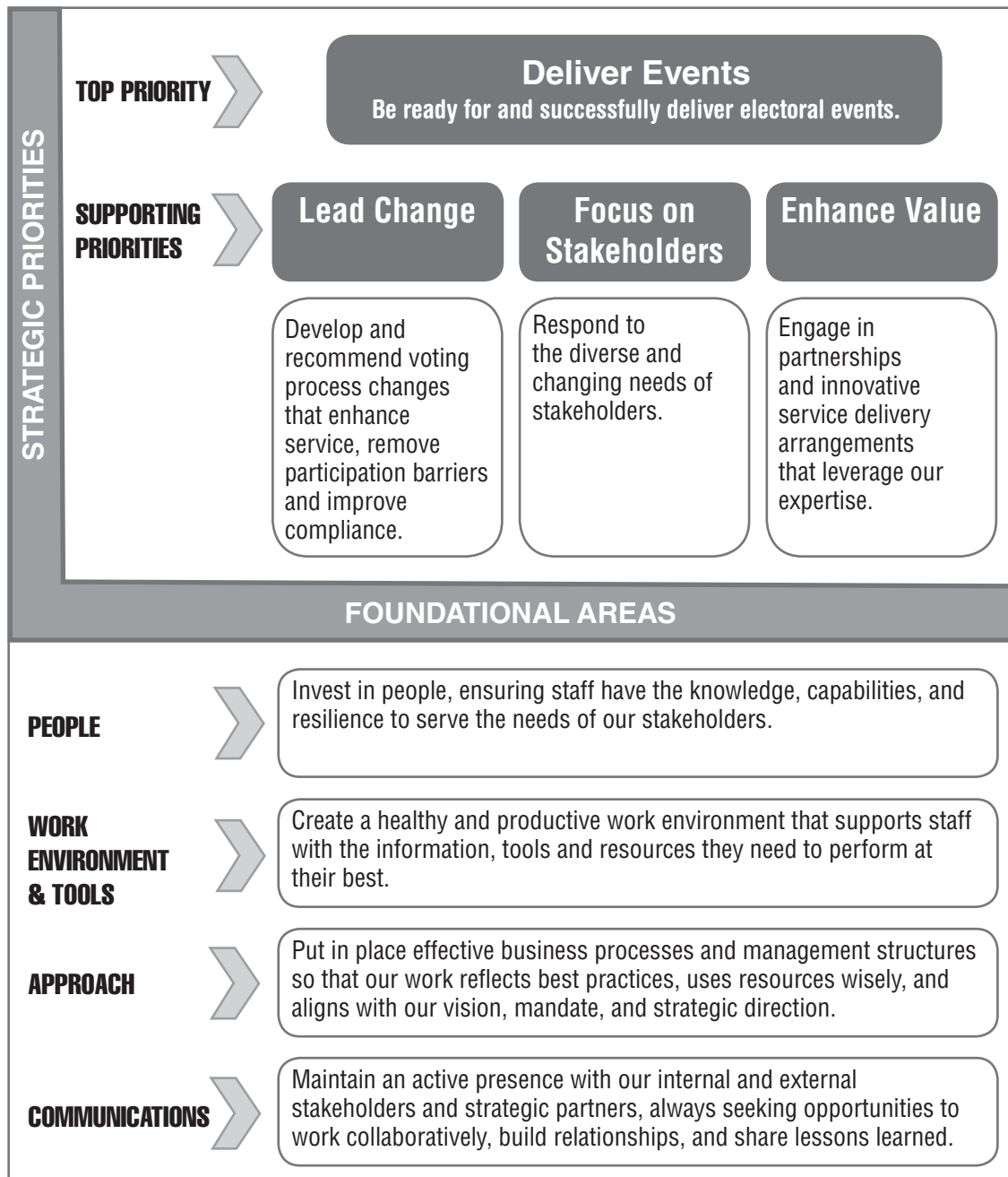
Elections BC is guided by four strategic priorities as it pursues its vision.

Being ready for and successfully delivering electoral events is Elections BC's top priority. The remaining three supporting priorities are considered to be equally important to one another in terms of achieving our mission. Together, these four priorities reflect who we are, the environment in which we operate and what we plan to achieve.

Elections BC has identified four foundational areas that are central to the successful pursuit of our strategic priorities. These foundational areas reflect an understanding that, to achieve our strategic priorities, our house must be in order. To be leaders in electoral administration, for example, we must first develop and support our staff with the training and tools they need to be successful, apply best practices in our approach to work and communicate effectively both internally and externally.

Elections BC is pursuing a number of strategies to achieve its priorities. To ensure that we stay on track, we set targets by fiscal year and measure and report on our performance annually against those targets. A unique characteristic of Elections BC is that there is always a degree of uncertainty about the type and number of events that we will deliver in any given year. Progress against some of our performance measures can only be reported when we are called upon to deliver particular types of events. In any given year, we may not be able to report against targets on all measures.

STRATEGIC PRIORITIES AND FOUNDATIONAL AREAS



TOP PRIORITY

DELIVER EVENTS: Be ready for, and successfully deliver, electoral events

Delivering electoral events is the core business of Elections BC and our top priority. Everyone in the organization has a role to play in event delivery:

- Electoral Finance and Corporate Administration supports stakeholders to comply with contribution, spending and advertising rules and supports field staff in provincial events in recruiting and paying temporary employees and election officials
- Information Technology develops and deploys information systems
- Corporate Planning and Event Management administers nominations, voting, counting and reporting of results for provincial events
- Voter Registration and Boundaries manages voter registration, geographic activities and the provincial voters list
- Executive Services develops and implements public information programs and communications strategies

Strategies:

1. Develop effective plans and achieve targets without overworking staff
2. Strive to maintain a high quality voters list throughout the business cycle
3. Support political participants to understand filing requirements and promote compliance

Key performance indicator: Develop effective plans and achieve targets without overworking staff

Planning effectiveness: Percentage of event readiness and performance goals achieved by the planned date, during the reference period

Stress and workload: Percentile score relative to the BC Public Service on the Stress and Workload indicator from the Work Environment Survey

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Planning effectiveness*	85%	87%	86%	86%	86%
Stress and workload**	N/A	N/A	85th percentile	N/A	85th percentile

* The planning effectiveness indicator is calculated by comparing actual to planned completion dates in our event plans.

** The stress and workload indicator comes from the BC Public Service's Work Environment Survey, which is conducted every two years.

The planning effectiveness and the stress and workload indicators are viewed as joint performance indicators because both are necessary to assess progress toward the strategy to “develop effective plans and achieve targets without overworking staff”. A planning culture was first introduced to Elections BC prior to the 2005 Provincial General Election and our maturity as a planning organization has grown steadily since then.

Looking back

Event readiness and performance goals for 2016/17 included those related to preparations for the 2017 Provincial General Election, Enumeration and Electoral Boundary Redistribution, the Initiative Petition to Amend the *Fire and Police Services Collective Bargaining Act*, and local by-elections and non-election assent voting during the reference period. Of the 15 goals identified for 2016/17, Elections BC achieved 13 by the planned date, or 87%.

Looking forward

Next year, Elections BC faces new planning challenges as it endeavours to balance the requirement to always be ready for on demand electoral events in a minority government situation and changes in legislation, while pursuing other mandated responsibilities and strategic objectives outlined in this report. The planning effectiveness indicator will measure our preparedness and performance in relation to delivering on-demand provincial events as well as local by-elections and non-election assent voting administered under the *Local Elections Campaign Financing Act* during this period.

It is also expected that the next Work Environment Survey will be conducted in 2017/18. This survey will ask Elections BC staff to rate their level of agreement with the statement that workloads and work-related stress are manageable. Work-life balance is a priority for Elections BC and efforts are being made to ensure that all work is well-planned, communicated and appropriately allocated across employees.

Key performance indicator: Strive to maintain a high-quality voters list throughout the business cycle

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 in a provincial general election year

Net currency: Percentage of eligible voters on the list at their current address in a provincial general election year

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Coverage*	92%	92%	95%	91%	91%
Currency*	N/A	N/A	93%	N/A	N/A
Net currency*	N/A	N/A	88%	N/A	N/A

* 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 are conducted in conjunction with province-wide electoral events.

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 indicator because a high-quality voters list is vital to the needs of Elections BC and its stakeholders.

Looking back

Voters list update activities in fiscal year 2016/17 focused on preparing for the May 9, 2017 Provincial General Election, and culminated with the 2017 Provincial Enumeration from February to March 2017. The processing of data from the National Register of Electors (NRoE) in November and December 2016 resulted in the addition of about 150,000 voters, registration updates for 270,000 voters and the removal of 40,000 records from the provincial voters list because the voters had moved elsewhere in Canada. Many of these list updates were based on information collected by Elections Canada during the October 2015 Federal Election. The list was also kept up-to-date with monthly address updates from ICBC and death notifications from BC Vital Stats.

The 2017 Provincial Enumeration resulted in over 300,000 registration transactions collected through face-to-face outreach activities and notices mailed to all residential addresses in B.C. in advance of the general election. More details about voter registration activities and outcomes will be included in the *Report of the Chief Electoral Officer on the 41st Provincial General Election*.

Looking forward

In addition to voters list updates and registration activities that happen between elections, up to 5% of voters also register or update their registration when they vote in a provincial general election. For the May 9, 2017 Provincial General Election, Elections BC used technology for advance and absentee voter registration, requiring changes to registration processing work at Elections BC headquarters. Following a provincial election, Elections BC staff process all registrations and updates accepted in conjunction with voting to ensure that the provincial voters list is complete and accurately reflects all voters who voted in the election; this work will be the focus of voter registration activities for the 2017/18 fiscal year. Upon completion of this work, a voters list quality study will be undertaken to provide performance indicator results for 2017/18.

Key performance indicator: Support political participants to understand filing requirements and promote compliance

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

Local filing compliance: Percentage of total local financing disclosure statements for candidates, elector organizations, and third party advertising sponsors filed by the legislated filing deadline compared to the total number of statements due in the reference fiscal year

Filing requirements understanding: Percentage of training participants who agreed that the Electoral Finance information session helped them to understand the legislated filing requirements

Key Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Provincial filing compliance*	98%	99%	98%	98%	98%
Local filing compliance*	98%	99%	98%	98%	98%
Filing requirements understanding**	85%	100%	85%	85%	85%

* Filing compliance indicators are calculated based on Elections BC administrative records.

** Data for the filing requirements understanding indicator comes from surveys conducted with participants in Electoral Finance information sessions.

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. Twelve information sessions were conducted in 2016/17.

Looking back

Of the 144 provincial financing reports required to be filed by the applicable deadlines during 2016/17, 141 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.

Of the 131 local financing disclosure statements required to be filed by the applicable deadlines during 2016/17, 130 clients filed statements by the deadline. One client submitted their statement prior to the late filing deadline, but since it was not accompanied by the required \$500 late filing fee, it did not meet the legislated requirements for being filed.

All participants in the twelve information sessions conducted in 2016/17 agreed that the session helped them understand the filing requirements.

Elections BC continued enforcement activities related to four candidates who failed to file their required disclosure statements in relation to the 2014 General Local Elections, resulting in two of the four candidates filing disclosure statements.

“All presenters were very open to questions and gave concise answers. Excellent!”
- *Information session participant (provincial financial agent)*

Looking forward

Based on historical trends, Elections BC expects provincial and local filing compliance rates of at least 98% in each of the next three fiscal years. Elections BC will continue efforts to support clients to comply with the filing of financial reports by the legislated deadlines.

SUPPORTING PRIORITY

LEAD CHANGE: Develop voting model changes that enhance service, remove participation barriers and improve compliance

Elections BC is responding to emerging challenges with the current voting model as a result of changing voting behaviour. Our focus is on improving service to voters, candidates and political parties, reducing barriers to participation and simplifying procedures to improve compliance. We are pursuing this priority within the current legislative framework and through the development of a proposed new voting model and proposals for legislative change.

Strategies:

- Revise voting process to enhance service and improve compliance
- Improve voting place accessibility
- Develop a new voting model for 2021

Key performance indicator: Improve compliance with provincial voting procedures

Unopened certification envelopes: Percentage of certification envelopes that remain unopened at final count

Write-in ballots rejected: Percentage of write-in ballots rejected

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Unopened certification envelopes*	3%	N/A	3%	3%	3%
Write-in ballots rejected*	N/A	N/A	2%	N/A	N/A

* Data for these indicators is sourced from administrative records.

Elections BC is focusing its efforts to improve compliance on absentee voting because this is the most procedurally complex part of the voting process and presents the greatest training challenge. Errors on the part of election officials or voters can result in votes being set aside prior to counting, or in ballots being rejected, in order to protect the integrity of the election.

The rate of unopened certification envelopes as an indicator of compliance with absentee voting procedures is growing in importance as the popularity of absentee voting increases. Election officials administering absentee voting must confirm the voter's registration is correct and recorded accurately on the certification envelope. They must then ensure the voter signs the required declaration in order for the envelope to be accepted for counting. In 2005, 5.0% of certification envelopes remained unopened due to election official or

voter error; in 2009, the rate was 6.8%, in 2013, 6.9% remained unopened. For the 2016 Coquitlam-Burke Mountain and Vancouver-Mount Pleasant By-elections, Elections BC trialed the use of new technology in voting places for absentee voting. These technology innovations guided election officials through the more complex procedural decisions. The result was a dramatic decrease in non-compliance related to certification envelopes to less than 1%.

This performance indicator does not include certification envelopes used for vote-by-mail, as these are completed entirely by the voter with no assistance from an election official.

Another key indicator of compliance with absentee voting procedures is the proportion of write-in ballots rejected. A higher proportion of write-in ballots are rejected than ordinary ballots.¹ Election officials work with voters to identify their electoral district of residence and to provide them with the correct list of candidates to use when marking a write-in ballot. In 2013, 4.0% of write-in ballots were rejected compared with 1.1% of ordinary ballots issued for absentee voting, and 0.4% of ordinary ballots issued for non-absentee voting.

Looking back

No actual scores are reported for 2016/17 on these performance indicators as Elections BC did not deliver any provincial elections in 2016/17. Building on success and lessons learned from the 2016 provincial by-elections, Elections BC implemented further improvements to technology for absentee voting in preparation for full deployment in the 2017 Provincial General Election. Elections BC also completed updates to training programs, guides, and process documentation to support election officials and district electoral office staff to administer voting.

Looking forward

For the 2017 Provincial General Election, Elections BC deployed the technology innovations for advance and absentee voting that were successfully trialed in the 2016 provincial by-elections and since improved. Elections BC expects that the significant improvements in voting compliance observed in the by-elections will carry over to the general election.

¹ Ordinary ballots list the names of the candidates in the electoral district and voters mark the ballot with a cross or a tick mark beside the candidate's name. Write-in ballots provide a blank space for voters to print the name of the candidate or political party of their choice.

Key performance indicator: Improve voting place accessibility**Accessibility:** Percentage of core accessibility criteria met by general voting places

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Accessibility	85%	N/A	85%	85%	85%

The accessibility indicator measures the extent to which general voting places used in an election satisfy a set of seven priority accessibility criteria. The seven criteria are based on requirements in the BC Building Code and include four external features of the building, such as the approach to the entrance and the width of the entrance, and three internal features, including the width of hallways and doors and the presence of accessible washrooms.

Elections BC's practice is to ensure that district electoral offices and advance voting places meet all seven of the priority accessibility criteria. In a provincial election, Elections BC establishes approximately 1,500 general voting places and, in some areas, there are limited options. The accessibility score target is set at 85% for general voting places.

Looking back

Elections BC is unable to report performance related to the accessibility score as no elections occurred during the 2016/17 reporting year. During this year, however, Elections BC staff worked closely with electoral agencies in other provinces and the BC Accessibility Secretariat on the development of updated voting place profile forms. The forms were used by district electoral officers during the preliminary voting place selection process for the 2017 Provincial General Election. The data from the forms provides Elections BC with a rich source of information about accessibility features in general voting places, and which voting places meet the seven priority accessibility features.

Looking forward

For 2017/18, Elections BC will analyze the voting place accessibility data from the 2017 Provincial General Election to generate a benchmark for measuring improvements in voting place accessibility.

Additionally, Elections BC is working with a number of accessibility organizations, including Access for Sight-Impaired Consumers and Disability Alliance BC, to develop a telephone voting option for voters who have vision loss or who have a disability that restricts their ability to vote independently at other voting opportunities. This will provide an additional option for voters who have difficulty leaving their homes due to a disability. The telephone voting option will be promoted on the CNIB Voice Blast network and via distribution channels within the accessibility community.

The ballots used for the 2017 election will be larger than in past elections to make them easier to read for voters with low vision. Elections BC is also producing a new plastic ballot template in order to accommodate the larger ballots. Available at all voting places, the plastic templates can be used with a Braille list of candidates so that voters can mark their ballots independently.

Key performance indicator: Develop a new voting model¹ for the next scheduled provincial general election

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target
New voting model recommendations submitted to Legislature	Complete	In Progress	Complete

Elections BC plans to submit a report to the Legislative Assembly proposing a new voting model for the next scheduled provincial general election. The goal is to develop a voting model that is sustainable over the long term and one that addresses pressure points in the current model related to procedural complexity, efficiency, timeliness of results and the ability to continue to meet stakeholder expectations for quality and speed of service.

The target is to submit this report to the Legislative Assembly by the winter of 2018.

Looking back

The proposed new voting model was further refined in 2016/17 and progress was made on drafting the recommendations report.

Looking forward

Elections BC looks forward to submitting its report on the proposed new voting model to the Legislative Assembly for consideration by winter 2018.

¹ A voting model is the process by which an election is administered and how votes are cast and counted. For example, under the current voting model ballots are counted by a team of election officials. Under a possible alternative voting model, ballots could be counted using technology with manual oversight. A voting model is different from an electoral system. An electoral system is the method by which votes are translated into seats in the legislature.

SUPPORTING PRIORITY

FOCUS ON STAKEHOLDERS: Respond to the diverse and changing needs of stakeholders

Elections BC will actively engage with stakeholders to identify and respond to their needs. We are committed to developing services that meet stakeholder needs while respecting our mandate and budgetary constraints. Technological advancements and changing service models outside the electoral arena have fueled changes in stakeholders' expectations regarding the quality, speed and types of service an electoral agency should provide.

Strategies:

- Enhance the range of online self-service options available to stakeholders
- Put stakeholder needs first when designing services

Key performance indicator: Enhance the range of online self-service options available to stakeholders

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Increased online services	Local campaign contributions searchable in FRPC	Achieved	Mobile app to identify voting locations	Secure voters list download service for local governments	Candidate e-filing option in place
	Secure voters list download service available	Achieved		Online portal for candidates to submit nomination applications	

Elections BC will continue to develop and enhance the range of services it offers online. This work responds to stakeholder needs and is made possible by advancements in technology, digital authentication, and growing rates of computer and mobile device ownership.

Looking back

During the past year, Elections BC:

- implemented a secure voters list download service for provincial candidates.
- amended the Voter Registration Regulation to expand the types of acceptable credentials that voters may use for online and telephone registration.
- upgraded the Financial Reports and Political Contribution (FRPC) system to include information on significant contributors to local elections candidates and elector organizations.

Looking forward

Elections BC is working on a number of projects to increase the range of services available online:

In 2017/18

- A web-based, mobile-friendly service to assist voters in identifying the most convenient voting place during the general election.

In 2018/19

- A secure voters list download service for local governments.
- An online portal for candidates to submit nomination applications.

In 2019/20

- An e-filing system for provincial candidates to submit their election financing reports.

Key performance indicator: Put stakeholder needs first when designing services

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

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Satisfaction	80%	93%	80%	80%	80%

We are developing services and products that are shaped more by stakeholder needs and less by the administrative needs of Elections BC. Feedback from voters and other stakeholders is the ultimate indicator of our success in this area. Following a provincial general election, Elections BC surveys voters and non-voters. In the other three years of the business cycle, we survey other stakeholders, such as financial agents and users of our Online Voter Registration system. Elections BC looks for improvement relative to the previous year or the previous time a given stakeholder group was surveyed.

Looking back

In 2016/17, Elections BC surveyed two stakeholder groups that have never been surveyed before: election/authority officers for local governments and boards of education that held by-elections or non-election assent voting events since the 2014 General Local Elections, and nominees for the 2017 Provincial General Election who filed standing nominations by March 31, 2017. Overall satisfaction results were 94% and 91% satisfied for the two respondent groups, respectively.

Sample comments from these surveys are provided below.

“Interactions were always very positive, responsive in a timely manner and professional.”
- *Local election official*

“I always received prompt and knowledgeable information each time.”
- *Local election official*

“My telephone calls were returned promptly. My questions were answered fully and clearly. Rectifying deficiencies were handled easily. No headaches or frustrations. While it is very easy to access forms online, it was very helpful to have a person to speak with when I needed clarification or further assistance.”
- *Nominee*

Looking forward

In 2017/18, Elections BC will survey provincial voters to determine their satisfaction with Elections BC’s delivery of the 2017 Provincial General Election.

SUPPORTING PRIORITY

ENHANCE VALUE: Generate value for British Columbians by engaging in partnerships and innovative service delivery arrangements that leverage our expertise

Elections BC is the province’s window into the world of election administration. We are engaged to think about these issues every day to understand current research and best practices in other jurisdictions, and to ensure that this expertise benefits voters and provides the best advice possible to policy makers. We are committed to partnering with other organizations or stakeholder groups to achieve efficiencies and enhance the contribution we make to the promotion of democracy in B.C.

Strategies:

- Partner with post-secondary institutions to develop strategies to engage youth
- Develop closer ties with secondary schools in B.C. to enhance voter registration and promote participation in elections
- Participate in and facilitate discussions about democracy and electoral administration

Key performance indicator: Develop closer ties with post-secondary and secondary schools in B.C. to enhance voter registration and promote participation in elections

Student Vote participation: the number of schools participating in Student Vote Day

Youth at the Booth participation: the percent of election officials under the age of 19

Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Student Vote participation	N/A	N/A	More schools participating than 2013	N/A	N/A
Youth at the Booth participation	N/A	N/A	Higher % of election officials under age 19 than 2013	N/A	N/A

Elections BC believes that engaging young people in civic life early on is important to sustaining life-long interest and participation in the democratic process. Since 2005, Elections BC has partnered with CIVIX to deliver the Student Vote parallel election program to elementary, middle, and high schools throughout B.C., providing students under the

voting age with an opportunity to experience the voting process firsthand. In 2013, 766 schools in B.C. and more than 100,000 students participated in the Student Vote program. CIVIX coordinates a Student Vote Day where students take on the roles of election workers and cast a student vote ballot for an actual local candidate.

Elections BC has also launched a “Youth at the Booth” program that offers high school students (15 years and older) opportunities to engage in the electoral process by working as election officials in provincial general elections. From Elections BC’s perspective, young people have valuable skills to offer as technology and more complex procedures figure more prominently in the voting process. From the participants’ perspective, in the short term, the program offers paid employment experience that can be used towards completion of high school graduation requirements. In the long term, the hope is that the program will encourage participation in elections for program participants, their peers and family members.

Looking Back

In 2016/17, Elections BC renewed its partnership with CIVIX to deliver the Student Vote program in conjunction with the 2017 Provincial General Election. In preparation for Student Vote Day, CIVIX organized a conference called Democracy Bootcamp in February 2017 with Elections BC playing a supporting role. Democracy Bootcamp is a professional development conference for Kindergarten to Grade12 school teachers that covers the themes of democracy, elections, and government. It is designed to boost teachers’ level of interest and knowledge of politics, increase their instructional capacity to teach students about democracy and citizenship, and encourage their commitment to civic education. The conference also teaches attendees about CIVIX’s Student Vote program. In total, 166 teachers from 122 schools throughout the province attended the conference. The teachers represented 40 out of B.C.’s 60 school districts and nine independent schools.

Also in 2016/2017, Elections BC began developing and promoting the Youth at the Booth program in the lead-up to the 2017 Provincial General Election.

Looking forward

In 2017/18, Elections BC will collect and analyse data on youth participation outcomes as part of its post-election evaluation of all targeted outreach programs including Student Vote and Youth at the Booth. With the introduction of Youth at the Booth, Elections BC hopes to increase the proportion of election officials below the age of 19 from the 9% level seen in the 2013 Provincial General Election.

Key performance indicator: Participate in and facilitate discussions about democracy and electoral administration

Number of presentations: Number of presentations made by senior staff to external audiences

Key Performance indicator	2016/17 Target	2016/17 Actual	2017/18 Target	2018/19 Target	2019/20 Target
Number of presentations	20	36	20	20	20

Elections BC is committed to participating in and facilitating discussions about democracy and electoral administration. Presentations are on topics relating to our core mandate, specific electoral events, and electoral administration more broadly. These discussions are facilitated by senior staff who make a number of presentations to outside groups each year. Our staff are often invited back to the same event or organization on a recurring basis.

Looking back

Thirty-six presentations were made this past year, including presentations to B.C. post-secondary institutions on engaging young voters, presentations on the use of technology in the 2016 by-elections, and presentations on electoral administration topics at professional conferences and inter-jurisdictional meetings both within Canada and abroad.

Looking forward

We will continue to look for and engage in opportunities to share our expertise, and to collaborate with and learn from others.

Elections BC finances

Looking back (2016/17)

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, Deputy Chief Electoral Officer, Funding and Disclosure, and Deputy Chief Electoral Officer, Electoral Operations met with the Committee on November 1, 2016. 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 2017/18 to 2019/20. The proposal detailed the budget requirements for ongoing operations, capital investments, and event funding needed for the completion of the electoral boundaries redistribution, pre-election enumeration, the 41st Provincial General Election and preparations for the 2018 General Local Elections. In its report of December 8, 2016, the Committee recommended that Elections BC's ongoing (non-event) operating budget for fiscal year 2017/18 be \$9,687,000. The recommended capital budget for 2017/18 was \$550,000 and the event funding recommendation was \$36,467,000.

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 November 15, 2016 the Chief Electoral Officer wrote to the chair of the Committee requesting supplementary funding for administering an initiative petition entitled "*An initiative to amend the Fire and Police Services Collective Bargaining Act*". The anticipated cost for administering the initiative petition was \$747,000. Of this, \$33,000 was allocated to the administration of the initiative petition in the submission phase in fiscal year 2016/17. The additional \$714,000 would only be required if the petition went to the verification stage in fiscal 2017/18.

On November 30, 2016 the Chief Electoral Officer and his Deputy Chief Electoral Officer, Electoral Operations met with the Committee to further discuss the funding requirements for the request for supplementary funding for the initiative petition. The Committee recommended supplementary funding of up to \$33,000 for the administration of the initiative petition in 2016/17.

The ongoing operating and event funding table (page 30) shows Elections BC's budget for fiscal 2016/17 and the actual expenditures for that year. These amounts include funding and expenditures for ongoing work and for events conducted in 2016/17.

The summary ongoing financial outlook table (page 34) illustrates the budgets and planned budgets for ongoing work for each of the three fiscal years beginning in 2017/18. The Select Standing Committee has approved these amounts. Funding for electoral events is not included here.

Ongoing operating and event funding

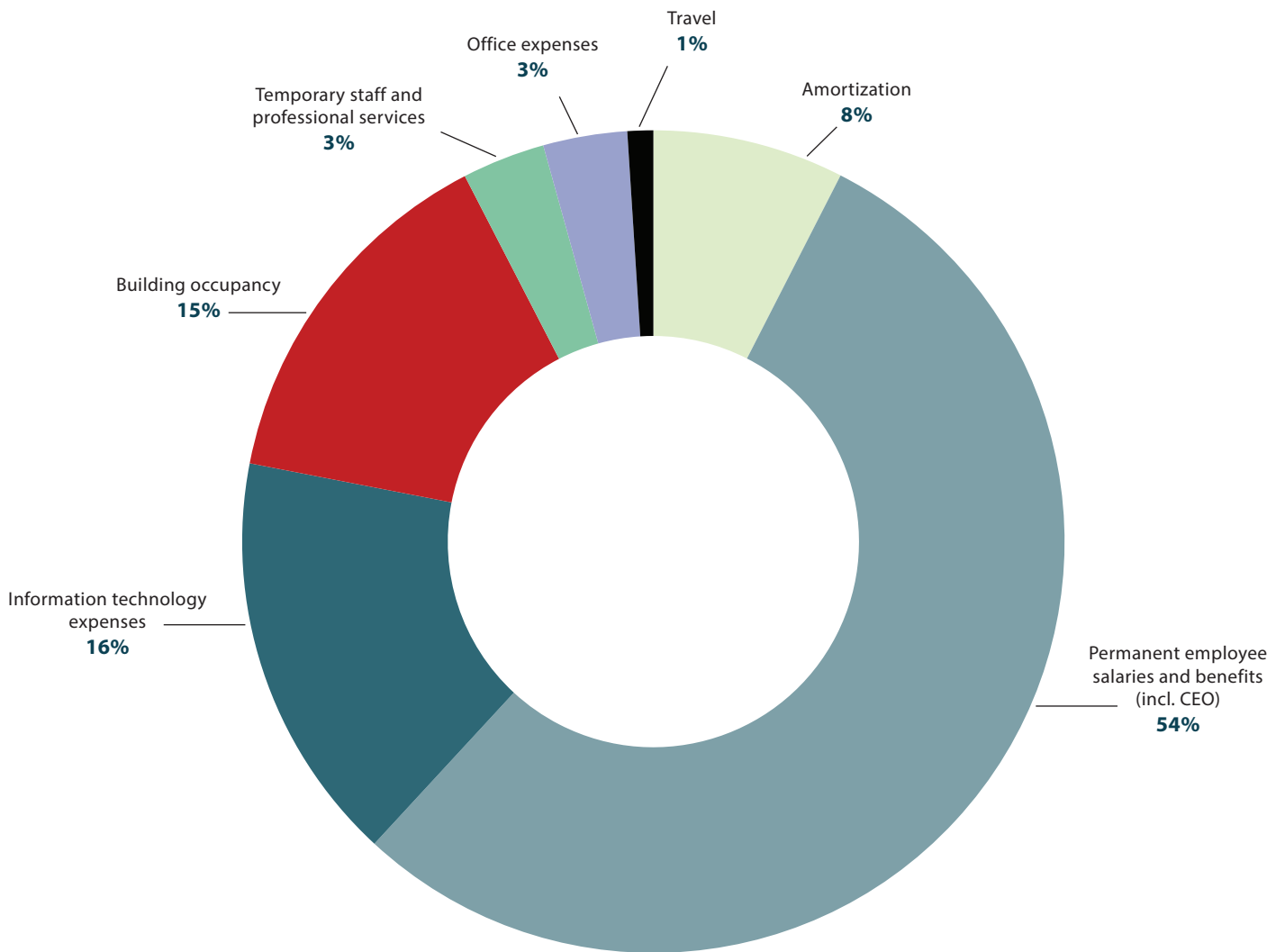
	2016/17 Budget \$	2016/17 Actual \$	Variance \$
Funding			
Estimates (Note 1)	9,385,000	9,385,000	-
Other authorizations (Note 2)	14,654,242	14,654,242	-
Total funding	<u>24,039,242</u>	<u>24,039,242</u>	<u>-</u>
Expenses (Note 3)			
Salaries and benefits for permanent employees and the Chief Electoral Officer	5,179,000	5,054,504	124,496
Amortization	816,000	699,745	116,255
Building occupancy charges	1,323,000	1,336,475	(13,475)
Office expenses and telecommunications	511,000	504,710	6,290
Corporate information systems	1,079,000	1,305,063	(226,063)
Event readiness	10,000	5,294	4,706
Address and boundary maintenance	79,000	74,702	4,298
Voters list maintenance	109,000	58,695	50,305
Political entity reporting	220,000	202,686	17,314
Voter education	59,000	59,000	-
Events	14,654,242	-	14,654,242
2017 Provincial General Election preparation	-	7,592,579	(7,592,579)
2017 Enumeration	-	5,775,538	(5,775,538)
2016 Electoral Boundaries Redistribution	-	1,354,922	(1,354,922)
Initiative Petition to Amend the <i>Fire and Police Services Collective Bargaining Act</i>	-	15,329	(15,329)
Total expenses	<u>24,039,242</u>	<u>24,039,242</u>	<u>-</u>

Note 1 - The ongoing (non-event) operating budget for 2016/17 was \$9,385,000.

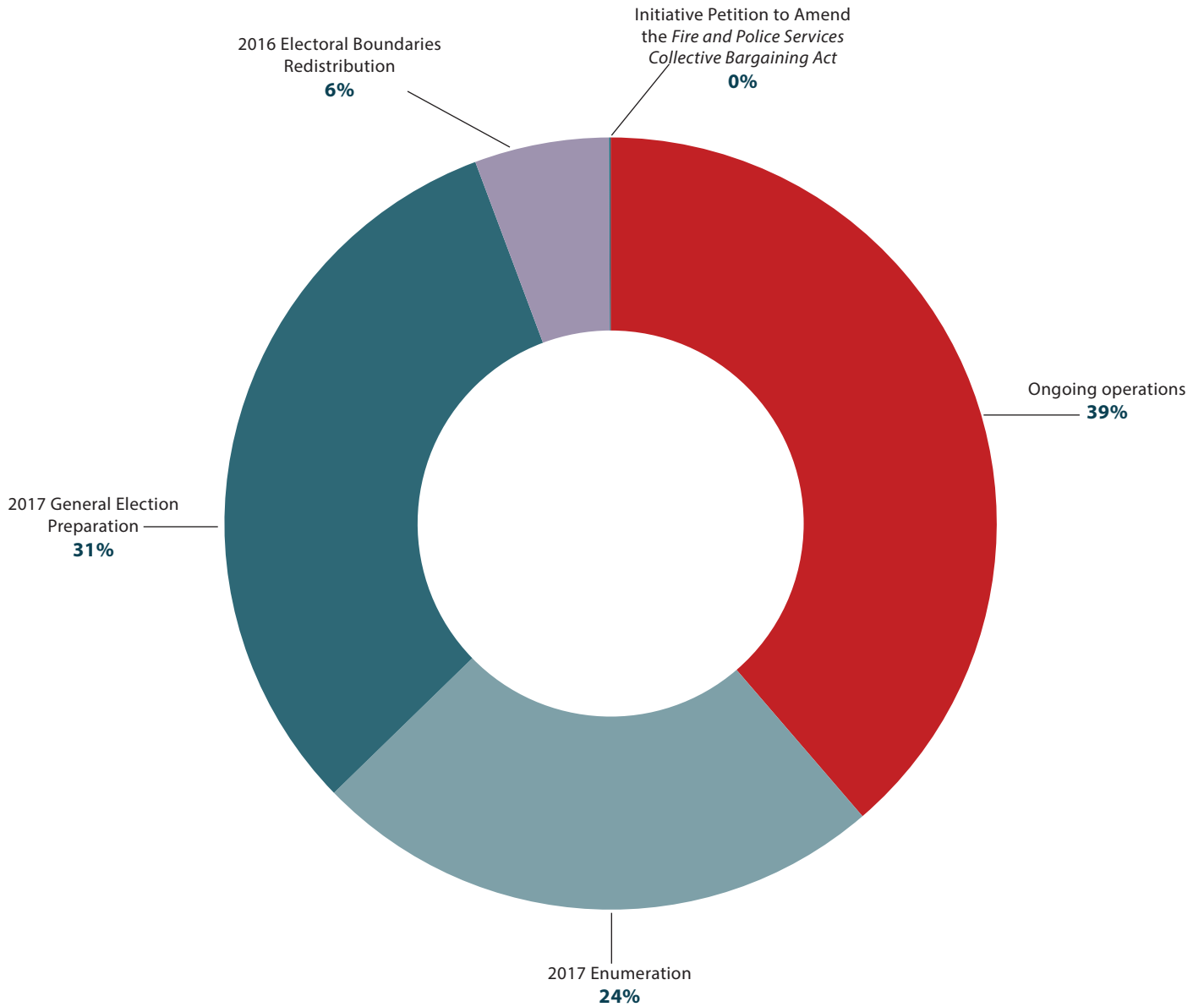
Note 2 - Other authorizations represents Election BC's Statutory Appropriation (within Vote) for administering the following events: general election, enumeration, redistribution and initiative petition.

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.

2016/17 Ongoing operating actual expenditures by type



2016/17 Actual expenditures for ongoing operations and events



Looking forward (2017/18 - 2019/20)

The summary ongoing financial outlook illustrates the operating and capital budgets for 2017/18 and planned budgets for 2018/19 and 2019/20. 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

	2017/18 (budget) \$	2018/19 (planned) \$	2019/20 (planned) \$
ONGOING OPERATING COSTS			
Approved budget by SSCFGS	9,687,000	9,797,000	9,494,000
Total funding for ongoing operating costs	9,687,000	9,797,000	9,494,000
Expenses			
Salaries and benefits for permanent employees and the Chief Electoral Officer (Note 1)	5,339,000	5,323,000	5,368,000
Amortization (Note 2)	625,000	673,000	537,000
Building occupancy charges (Note 3)	1,339,000	1,339,000	1,339,000
Office expenses and telecommunications (Note 4)	564,000	525,000	563,000
Corporate information systems (Note 5)	1,250,000	1,099,000	1,109,000
Event readiness (Note 6)	10,000	10,000	10,000
Address and boundary maintenance (Note 7)	85,000	85,000	85,000
Voters list maintenance (Note 8)	84,000	84,000	84,000
Political entity reporting (Note 9)	222,000	476,000	216,000
Voter education (Note 10)	169,000	183,000	183,000
Total expenses for ongoing operating costs	9,687,000	9,797,000	9,494,000

See the following pages for detailed information on notes 1 - 10.

	2017/18 (budget) \$	2018/19 (planned) \$	2019/20 (planned) \$
CAPITAL ASSETS			
Approved budget by SSCFGS			
Mainframe/mini computer hardware and software	550,000	700,000	700,000
Total funding for capital assets	550,000	700,000	700,000
Expenditures for capital assets			
Mainframe/mini computer hardware and software	550,000	700,000	700,000
Total expenditures for capital assets	550,000	700,000	700,000

Notes:

Ongoing operations 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 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 Contributions System (FRPC) and other information systems. For example, the figure in the capital budget represents the actual cost for 2017/18; 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 and telecommunications include telephones, 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 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 - 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 provincial by-elections. Expenses include the development, updating and printing of forms and guides.

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- Note 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.
- Note 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.
- Note 9 - Political entity reporting includes the costs associated with reviewing financing reports for provincial candidates and other provincial 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. This budget line does not include costs associated with local campaign finance administration.
- Note 10 - 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 via digital and social media, and 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, 2017/18

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, 2017/18

STRATEGIC PRIORITY	PROJECTS	ONGOING 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"> ▪ Deliver the 2017 Provincial General Election. ▪ Administer local by-elections, local non-election assent voting, and other on-demand events as required. ▪ Plan for and be in an ongoing state of readiness to deliver an on-demand provincial general election. ▪ Plan and prepare for expected changes to campaign financing legislation. ▪ Plan and prepare for the delivery of an expected electoral reform referendum. 	<ul style="list-style-type: none"> ▪ 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 non-election assent voting ▪ Maintain the provincial register of voters. ▪ Maintain DEO Desktop and DEOnline. ▪ 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).
<p>Supporting priority:</p> <p>Lead change:</p> <p>Develop voting model changes that enhance service, remove participation barriers and improve compliance.</p>	<ul style="list-style-type: none"> ▪ Continue to work on advancing Elections BC’s transformative vision for what voting in the 2021 Provincial General Election will look like. ▪ Improve automated administrative procedures, as allowable by current legislation, to streamline the voting process. 	<ul style="list-style-type: none"> ▪ Conduct strategic reviews of voter registration and voters list maintenance activities to address new uses of voter information, new channels for updating voter information, and new opportunities to enhance service to voters.

STRATEGIC PRIORITY	PROJECTS	ONGOING WORK
<p>Supporting priority:</p> <p>Focus on stakeholders:</p> <p>Respond to the diverse and changing needs of stakeholders.</p>	<ul style="list-style-type: none"> ▪ Develop a web-based, mobile-friendly service to assist voters in identifying the most convenient voting place during the general election. ▪ Redesign the event website to provide greater accessibility to election information. ▪ Improve website performance. ▪ Continue to expand online services for stakeholders. 	<ul style="list-style-type: none"> ▪ Update forms and information systems used to interact with voters and clients. ▪ Publish guides to legislated processes administered by Elections BC. ▪ Deliver financial agent training and political party information sessions. ▪ Receive, review, scan and post financing reports and disclosure statements. ▪ Publish political and campaign contributions data. ▪ Maintain the provincial register of voters. ▪ Provide voters lists for purposes authorized under the <i>Election Act</i>. ▪ Deliver geography products and services. ▪ Maintain the Elections BC website and update public information ▪ Manage issues and media relations. ▪ Respond to inquiries from the public and other stakeholders. ▪ Maintain and enhance public education programs. ▪ Conduct client satisfaction surveys. ▪ Liaise and consult with Election Advisory Committee. ▪ Liaise and consult with the Technical Advisory Committee established under the <i>Local Elections Campaign Financing Act</i>.

STRATEGIC PRIORITY	PROJECTS	ONGOING WORK
<p>Supporting priority:</p> <p>Enhance Value:</p> <p>Enhance value for British Columbians by engaging in partnerships and innovative service delivery arrangements that leverage our expertise.</p>	<ul style="list-style-type: none"> ▪ Implement Youth at the Booth program during the 2017 General Election. ▪ In partnership with CIVIX, deliver the Student Vote program, that parallels the provincial election, to elementary, middle, and high schools throughout B.C ▪ Deliver a strategic outreach program involving community groups and service organizations to increase awareness of the 2017 Provincial General Election among voters who face the greatest barriers to electoral participation. 	<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. ▪ Develop and maintain partnerships. ▪ Observe electoral events taking place in other jurisdictions. ▪ Make presentations to external audiences.
FOUNDATIONAL AREAS: SUPPORTING OUR STRATEGIC PRIORITIES	ONGOING WORK	
<p>People:</p> <p>Continue to be a high-performing organization that invests in people and ensures that staff have the knowledge, capabilities, and resilience to serve the needs of our stakeholders.</p>	<ul style="list-style-type: none"> ▪ Recruit, develop and retain high-performing staff. ▪ Train staff on operational frameworks, tools and processes. ▪ Manage corporate orientation program for new Elections BC employees. ▪ Renew Elections BC's corporate learning and development strategy. ▪ Maintain Employee Performance and Development Planning (EPDP) program. 	

FOUNDATIONAL AREAS: SUPPORTING OUR STRATEGIC PRIORITIES	ONGOING WORK
<p>Work environment and tools: Create a healthy and functional work environment in which our staff are supported with the information, tools, and resources to perform at their best.</p>	<ul style="list-style-type: none"> ▪ Maintain IT infrastructure. ▪ Manage warehouse. ▪ Maintain and administer facilities.
<p>Approach: Put effective business processes and management structures in place ensuring the work we do reflects best practices and is aligned with our vision, mandate, and strategic direction.</p>	<ul style="list-style-type: none"> ▪ Incorporate lessons learned from past electoral events into future event planning. <ul style="list-style-type: none"> ▪ Maintain and enhance the following: <ul style="list-style-type: none"> ▪ Corporate planning framework ▪ Privacy management framework ▪ Legislative compliance and enforcement framework ▪ Maintain policies, procedures, and process documentation. ▪ Review legislation and legislative interpretations. ▪ Maintain risk management program.
<p>Communications: Reach out to our stakeholders and strategic partners always seeking ways to achieve our goals collaboratively and share lessons learned.</p>	<ul style="list-style-type: none"> ▪ 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. ▪ Review and assess Elections BC's overall communications strategy.

Appendix B: Political party registrations and deregistrations

As of March 31, 2017, there were 29 political parties registered in B.C.

The following political party registrations and deregistration occurred between April 1, 2016 and March 31, 2017.

Political party registrations

- B.C. New Republican Party
- BC Citizens First Party
- British Columbia Social Credit Party
- The Cascadia Party of British Columbia
- Cultural Action Party
- For British Columbia

Voluntary political party deregistrations

- Reform Party of British Columbia

Appendix C: Constituency association registrations and deregistrations

A constituency association is the local organization of a registered political party or an independent MLA and is formed for a specific electoral district. When electoral district boundaries are changed by the *Electoral Districts Act*, all constituency associations registered under the former boundaries are deregistered on or before the day the writs are issued for the next general election. Hence, in 2016/2017, there was an extraordinary number of constituency association deregistrations and new registrations.

As of March 31, 2017, there were 103 constituency associations registered in B.C.

The following constituency association registrations and deregistrations occurred between April 1, 2016 and March 31, 2017.

Constituency association registrations

- BC NDP
 - Abbotsford-Mission Constituency Association BC NDP
 - Abbotsford South Constituency Association BC NDP
 - Abbotsford West Constituency Association BC NDP
 - Boundary-Similkameen Constituency Association BC NDP
 - Burnaby-Deer Lake Constituency Association BC NDP
 - Burnaby-Edmonds Constituency Association BC NDP
 - Burnaby-Lougheed Constituency Association BC NDP
 - Burnaby North Constituency Association BC NDP
 - Cariboo-Chilcotin Constituency Association BC NDP
 - Cariboo North Constituency Association BC NDP
 - Chilliwack Constituency Association BC NDP
 - Chilliwack-Kent Constituency Association BC NDP
 - Columbia River-Revelstoke Constituency Association BC NDP
 - Coquitlam-Burke Mountain Constituency Association BC NDP
 - Coquitlam-Maillardville Constituency Association BC NDP
 - Courtenay-Comox Constituency Association BC NDP
 - Cowichan Valley Constituency Association BC NDP
 - Delta North Constituency Association BC NDP
 - Esquimalt-Metchosin Constituency Association BC NDP
 - Fraser-Nicola Constituency Association BC NDP
 - Kamloops-North Thompson Constituency Association BC NDP
 - Kamloops-South Thompson Constituency Association BC NDP

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- Kelowna-Lake Country Constituency Association BC NDP
 - Kelowna-Mission Constituency Association BC NDP
 - Kelowna West Constituency Association BC NDP
 - Kootenay East Constituency Association BC NDP
 - Kootenay West Constituency Association BC NDP
 - Langford-Juan de Fuca Constituency Association BC NDP
 - Langley East Constituency Association BC NDP
 - Maple Ridge-Mission Constituency Association BC NDP
 - Maple Ridge-Pitt Meadows Constituency Association BC NDP
 - Mid Island-Pacific Rim Constituency Association BC NDP
 - Nanaimo Constituency Association BC NDP
 - Nanaimo-North Cowichan Constituency Association BC NDP
 - Nelson-Creston Constituency Association BC NDP
 - New Westminster Constituency Association BC NDP
 - North Coast 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
 - Parksville-Qualicum Constituency Association BC NDP
 - Peace River North Constituency Association BC NDP
 - Peace River South Constituency Association BC NDP
 - Penticton 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-Mackenzie Constituency Association BC NDP
 - Prince George-Valemount Constituency Association BC NDP
 - Richmond North Centre Constituency Association BC NDP
 - Richmond-Queensborough Constituency Association BC NDP
 - Richmond South Centre Constituency Association BC NDP
 - Richmond-Steveston Constituency Association BC NDP
 - Saanich North and the Islands Constituency Association BC NDP
 - Saanich South Constituency Association BC NDP

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- Shuswap Constituency Association BC NDP
 - Skeena Constituency Association BC NDP
 - Stikine Constituency Association BC NDP
 - Surrey-Cloverdale Constituency Association BC NDP
 - Surrey-Fleetwood Constituency Association BC NDP
 - Surrey-Green Timbers Constituency Association BC NDP
 - Surrey-Guildford Constituency Association BC NDP
 - Surrey-Newton Constituency Association BC NDP
 - Surrey-Panorama Constituency Association BC NDP
 - Surrey South Constituency Association BC NDP
 - Surrey-Whalley Constituency Association BC NDP
 - Surrey-White Rock Constituency Association BC NDP
 - Vancouver-Fairview Constituency Association BC NDP
 - Vancouver-False Creek Constituency Association BC NDP
 - Vancouver-Fraserview Constituency Association BC NDP
 - Vancouver-Hastings Constituency Association BC NDP
 - Vancouver-Kensington Constituency Association BC NDP
 - Vancouver-Kingsway Constituency Association BC NDP
 - Vancouver-Langara Constituency Association BC NDP
 - Vancouver-Mount Pleasant Constituency Association BC NDP
 - Vancouver-Point Grey Constituency Association BC NDP
 - Vancouver-Quilchena Constituency Association BC NDP
 - Vancouver-West End Constituency Association BC NDP
 - Vernon-Monashee Constituency Association BC NDP
 - Victoria-Beacon Hill Constituency Association BC NDP
 - Victoria-Swan Lake Constituency Association BC NDP
 - West Vancouver-Capilano 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
 - Independent
 - Delta South Constituency Association Independent MLA Vicki Huntington

Voluntary constituency association deregistrations

- BC NDP
 - Alberni-Pacific Rim Constituency Association BC NDP
 - Boundary-Similkameen Constituency Association BC NDP
 - Burnaby-Deer Lake Constituency Association BC NDP
 - Burnaby-Edmonds Constituency Association BC NDP
 - Burnaby-Lougheed Constituency Association BC NDP
 - Burnaby North Constituency Association BC NDP
 - Cariboo-Chilcotin Constituency Association BC NDP
 - Cariboo North Constituency Association BC NDP
 - Columbia River-Revelstoke Constituency Association BC NDP
 - Comox Valley Constituency Association BC NDP
 - Coquitlam-Maillardville Constituency Association BC NDP
 - Cowichan Valley Constituency Association BC NDP
 - Esquimalt-Royal Roads Constituency Association BC NDP
 - Fort Langley-Aldergrove Constituency Association BC NDP
 - Fraser-Nicola Constituency Association BC NDP
 - Juan de Fuca Constituency Association BC NDP
 - Kamloops-North Thompson Constituency Association BC NDP
 - Kamloops-South Thompson Constituency Association BC NDP
 - Kelowna-Lake Country Constituency Association BC NDP
 - Kelowna-Mission Constituency Association BC NDP
 - Kootenay East Constituency Association BC NDP
 - Langley Constituency Association BC NDP
 - Maple Ridge-Pitt Meadows Constituency Association BC NDP
 - Nanaimo Constituency Association BC NDP
 - Nanaimo-North Cowichan Constituency Association BC NDP
 - Nelson-Creston Constituency Association BC NDP
 - New Westminster Constituency Association BC NDP
 - North Coast 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

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- Parksville-Qualicum Constituency Association BC NDP
 - Peace River South Constituency Association BC NDP
 - Penticton 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-Mackenzie Constituency Association BC NDP
 - Prince George-Valemount Constituency Association BC NDP
 - Richmond Centre Constituency Association BC NDP
 - Richmond East Constituency Association BC NDP
 - Richmond-Steveston Constituency Association BC NDP
 - Saanich North and the Islands Constituency Association BC NDP
 - Saanich South Constituency Association BC NDP
 - Shuswap Constituency Association BC NDP
 - Stikine Constituency Association BC NDP
 - Surrey-Cloverdale Constituency Association BC NDP
 - Surrey-Fleetwood Constituency Association BC NDP
 - Surrey-Green Timbers Constituency Association BC NDP
 - Surrey-Newton Constituency Association BC NDP
 - Surrey-Panorama Constituency Association BC NDP
 - Surrey-Tynehead Constituency Association BC NDP
 - Surrey-Whalley Constituency Association BC NDP
 - Surrey-White Rock Constituency Association BC NDP
 - Vancouver-Fairview Constituency Association BC NDP
 - Vancouver-False Creek Constituency Association BC NDP
 - Vancouver-Fraserview Constituency Association BC NDP
 - Vancouver-Hastings Constituency Association BC NDP
 - Vancouver-Kensington Constituency Association BC NDP
 - Vancouver-Langara Constituency Association BC NDP
 - Vancouver-Mount Pleasant Constituency Association BC NDP
 - Vancouver-Point Grey Constituency Association BC NDP
 - Vancouver-Quilchena Constituency Association BC NDP
 - Vernon-Monashee Constituency Association BC NDP

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- Victoria-Beacon Hill Constituency Association BC NDP
 - Victoria-Swan Lake Constituency Association BC NDP
 - West Vancouver-Capilano Constituency Association BC NDP
 - West Vancouver-Sea to Sky Constituency Association BC NDP
 - Westside-Kelowna Constituency Association BC NDP
 - British Columbia Conservative Party
 - Comox Valley Constituency Association British Columbia Conservative Party
 - Cowichan Valley Constituency Association British Columbia Conservative Party
 - Fort Langley-Aldergrove Constituency Association British Columbia Conservative Party
 - Juan de Fuca Constituency Association British Columbia Conservative Party
 - Kelowna-Mission Constituency Association British Columbia Conservative Party
 - Nanaimo Constituency Association British Columbia Conservative Party
 - Nechako Lakes Constituency Association British Columbia Conservative Party
 - North Vancouver-Seymour Constituency Association British Columbia Conservative Party
 - Oak Bay-Gordon Head Constituency Association British Columbia Conservative Party
 - Peace River South Constituency Association British Columbia Conservative Party
 - Prince George-Mackenzie Constituency Association British Columbia Conservative Party
 - Richmond East Constituency Association British Columbia Conservative Party
 - Saanich North and the Islands Constituency Association British Columbia Conservative Party
 - Shuswap Constituency Association British Columbia Conservative Party
 - Vancouver-Point Grey Constituency Association British Columbia Conservative Party
 - Vernon-Monashee Constituency Association British Columbia Conservative Party
 - Independent
 - Delta South Constituency Association Independent MLA Vicki Huntington

Appendix D: Orders of the Chief Electoral Officer

Section 280 of the *Election Act* and section 90 of the *Local Elections Campaign Financing Act* establish the authority of the Chief Electoral Officer to make specific or general Orders under certain circumstances. Between April 1, 2016, and March 31, 2017, one Order was made by the Chief Electoral Officer. The Order is summarized below:

EA-ORD005-2016

May 2, 2016

Peter Fry, a candidate in the 2016 Vancouver-Mount Pleasant by-election, was granted an extension to file his financing report by the close of business on June 1, 2016.

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.

- 2017 Provincial General Election Campaign Finance Information Sessions in Abbotsford, Kamloops, Kelowna, Nanaimo, Prince George, Surrey, Vancouver, Victoria (host and presentations)
- 2017 Provincial General Election Election Advertising Sponsor Information Session (host and presentation)
- Advisory Committee of Electoral Partners (presentation)
- Annual Conference of the British Columbia Political Studies Association (presentation)
- Art of Leadership Training Program (attendee)
- BC Assembly of First Nations Special Chiefs Assembly (presentation)
- BC Teachers' Institute on Parliamentary Democracy (presentation)
- British Columbia Legislative Interns Program (presentation)
- Broadway Youth Resource Centre and Check Your Head collaboration meeting (presentation)
- Canadian Society for Election Official Training courses (presentation)
- Chief Electoral Officers' meeting on electoral modernization (attendee)
- CIVIX Democracy Bootcamp (sponsor and presentation)
- Conference of Canadian Election Officials (presentation)
- Congress of the Humanities and Social Sciences and the Canadian Political Science Association annual conference (attendee)
- Corporate Culture Conference (attendee)
- Council on Governmental Ethics Laws (attendee and presentation)
- Deliver public education presentations and lectures at Camosun College-Lansdowne Campus, Cariboo Hill Secondary School, City Centre Library, Kirkbride Elementary, Ministry of Jobs, Tourism and Skills Training, Okanagan College - Penticton and Vernon, Penticton Library, SFU, University of Victoria, Vancouver Island University, 4th Victoria Girl Guide Unit (presentation)
- Design for Democracy class presentation at the Emily Carr University of Art + Design (attendee)
- District Electoral Officer training conferences (host and presentation)
- Election Advisory Committee meeting (chair and presentation)
- Elections Canada (interjurisdictional support)
- Elections Ontario (interjurisdictional support)

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- Elections PEI Plebiscite on Electoral Reform Visitors Program (attendee)
 - Elections Saskatchewan (interjurisdictional support)
 - Elections Saskatchewan General Election Observers Program (facilitator and presentation)
 - Elections Saskatchewan General Election Visitors Program (attendee)
 - Evaluating First Past the Post (presentation)
 - First Nations Leadership Council collaboration meeting (presentation)
 - First Nations Summit (presentation)
 - House of Commons Special Committee on Electoral Reform (presentation)
 - Inclusion BC Executive Directors Network meeting (presentation)
 - International Financial Crimes Investigators Conference (attendee)
 - McGill University's Youth Political Participation Conference (sponsor and presentation)
 - On-site meetings with District Electoral Officers in Burnaby, Delta, Kelowna, Penticton, Quesnel, Prince George, Richmond, Smithers, Surrey, Terrace, Prince Rupert, Vancouver, Vernon, Williams Lake (attendee)
 - Parliament of Kenya - visiting delegation (presentation)
 - Political Party Information Session (Host and presentation)
 - Technical Advisory Committee established under the *Local Elections Campaign Financing Act* (member)
 - Thompson Rivers University Philosophy, History and Politics Undergraduate Conference (attendee and presentation)
 - Union of British Columbia Indian Chiefs Chiefs Council Meeting (presentation)
 - University of Ottawa's Online Voting Panel at the University of Ottawa (presentation)
 - University of the Fraser Valley's Youth and Electoral Politics: An Interdisciplinary Forum (presentation)

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 2015/16 and Service Plan 2016/17-2018/19

Discussion Paper: Disclosure of Political Contributions – May 2016

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

Between April 1, 2016 and March 31, 2017, Elections BC completed the administration of the campaign financing and election advertising provisions of the *Local Elections Campaign Financing Act* for 31 by-elections and 14 non-election assent voting. All but one participant 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
Coast Mountains School District (SD82)	January 9, 2016	April 8, 2016	5	0	0	0
Arrow Lakes School District (SD10)	January 16, 2016	April 15, 2016	3	0	0	0
Montrose	January 16, 2016	April 15, 2016	4	0	0	0
Arrow Lakes School District (SD10)	February 20, 2016	May 20, 2016	1	0	0	0
Zeballos	February 20, 2016	May 20, 2016	1	0	0	0
City of Langley	February 27, 2016	May 27, 2016	9	0	0	0
Warfield	April 9, 2016	July 8, 2016	4	0	0	0
Pouce Coupe	April 9, 2016	July 8, 2016	3	0	0	0
Stikine School District (SD87)	May 14, 2016	August 12, 2016	2	0	0	0
Grand Forks	May 28, 2016	August 26, 2016	7	0	0	1
New Westminster School District (SD40)	June 11, 2016	September 9, 2016	2	0	0	0
Greenwood	June 18, 2016	September 16, 2016	3	0	0	0
Cache Creek	June 25, 2016	September 23, 2016	3	0	0	0
Conseil Scolaire Francophone School District (SD93)	July 20, 2016	October 18, 2016	5	0	0	0
Lytton	September 10, 2016	December 9, 2016	2	0	0	0
Ashcroft	September 17, 2016	December 16, 2016	5	0	0	0

Regional District of Fraser-Fort George	October 1, 2016	December 30, 2016	1	0	0	0
Central Coast Regional District	October 8, 2016	January 6, 2017	0	0	0	0
Parksville	October 22, 2016	January 20, 2017	5	0	0	0
Port Hardy	October 22, 2016	January 20, 2017	1	0	0	0
Zeballos	October 22, 2016	January 20, 2017	2	0	0	0
Castlegar	October 29, 2016	January 27, 2017	4	0	0	0
Okanagan Similkameen School District (SD53)	November 5, 2016	February 3, 2017	3	0	0	0
Fraser Lake	November 12, 2016	February 10, 2017	3	0	0	0
West Vancouver	November 19, 2016	February 17, 2017	12	0	1	0
Houston	November 19, 2016	February 17, 2017	2	0	0	0
Armstrong	November 19, 2016	February 17, 2017	5	0	0	0
Lions Bay	November 19, 2016	February 17, 2017	2	0	0	0
Midway	December 3, 2016	March 3, 2017	3	0	0	0
Burns Lake	December 10, 2016	March 10, 2017	6	0	0	0
Fort St. James	December 10, 2016	March 10, 2017	5	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
2016 Gabriola and Surrounding Islands Transit Contribution Service	February 13, 2016	May 13, 2016	0	0
2016 Burns Lake - Lakes District Airport Contribution	February 27, 2016	May 27, 2016	2	0
2016 Bulkley-Nechako - Lakes District Airport Contribution	February 27, 2016	May 27, 2016	2	0
2016 108 Mile Ranch Water System	February 27, 2016	May 27, 2016	0	0
2016 Robson Valley Exploration & Learning Service	April 30, 2016	July 29, 2016	3	0
2016 Sooke and Electoral Area Recreation and Facilities	April 30, 2016	July 29, 2016	0	0
2016 Cultus Lake Park Water Supply and Distribution System	May 14, 2016	August 12, 2016	0	0
2016 Comox Valley South Sewer Service	June 18, 2016	September 16, 2016	5	0
2016 Edgewood	June 25, 2016	September 23, 2016	2	0
2016 West Kelowna City Hall Project	September 17, 2016	December 16, 2016	2	0
2016 Mt. Washington Resort Community Fire Protection Service	September 17, 2016	December 16, 2016	1	0
2016 Kettle Valley Fire Service	November 5, 2016	February 3, 2017	0	0
2016 Bamfield Water System Treatment Plant	November 5, 2016	February 3, 2017	0	0
2016 Bull River and Mayook Area Mosquito Control	November 19, 2016	February 17, 2017	0	0

Appendix H: Minutes of the Election Advisory Committee meeting

Monday, October 17, 2016, 9 a.m. – 11 a.m.

The Fairmont Waterfront, 900 Canada Place Way, Vancouver, British Columbia

PRESENT:

Committee Members (alphabetically by political party name)

Raj Sihota, BC NDP

Ryan Sudds, BC NDP (late arrival)

Joan Robinson, British Columbia Conservative Party

Evan Southern, British Columbia Liberal Party

Sharon White, British Columbia Liberal Party

Christopher Pettingill, Green Party Political Association of British Columbia

Jonathan Dickie, 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

Amie Foster, Manager, Executive Services and Corporate Administration (minutes)

Meeting convened at 9:01 a.m.

1. Welcome and Introductions

Keith Archer, Chief Electoral Officer (CEO) introduced the agenda and provided a brief overview of Elections BC's work in preparing for and administering the 2017 Provincial General Election. He highlighted some significant changes for this event including the addition of technology to the voting place for administrative purposes and a new blended (online and in-person) training model for election officials.

Keith also noted the recently published discussion paper regarding the frequency of political contributions reporting. This report was published in response to a request from the Attorney General and lays out several options for more frequent reporting of political contributions. The discussion paper is available on the Elections BC website at: http://elections.bc.ca/docs/2016-Disclosure-of-Political-Contributions_Discussion-Paper.pdf. There has been no statutory change in this regard to date.

2. Legislation and Policy Update

Nola Western discussed the changes to Elections BC's legislation and policy since the 2015 meeting of the Election Advisory Committee.

A. *Miscellaneous Statutes (Signed Statement) Amendment Act* received Royal Assent on March 4, 2016.

This Act amended several sections of the *Election Act* that required solemn declarations by replacing the requirement for a solemn declaration with a signed statement.

Solemn declarations are no longer needed on any:

- nomination documents
- political party or constituency association registration documents
- third party advertising sponsor documents

Solemn declarations are still required by certain individuals involved with voting:

- election officials
- scrutineers
- individuals who assist a voter, including those who translate for voters
- vouchers and the voter they vouch for when a person is registering in conjunction with voting but doesn't have the necessary ID
- voters that are challenged can make a solemn declaration that they are entitled to vote

The Chief Electoral Officer can require an advertising sponsor or someone who made a political contribution to make a solemn declaration that they have not contravened the financing or advertising rules.

B. *Local Elections Campaign Financing Act (LECFA)*

This Act was amended in May 2016 to incorporate election spending limits for candidates, elector organizations and third party sponsors. The first election to which local spending limits will apply will be the October 20, 2018 General Local Elections – there will be no spending limits for by-elections held between now and then.

Note, since the 2014 General Local Elections, there have been 40 by-elections and 26 non-election assent voting.

C. *Redistribution of Electoral Districts*

All constituency associations registered under the current electoral districts will have to either voluntarily deregister earlier or be automatically deregistered on

Writ Day, April 11, 2017. For simplicity, Elections BC recommends early voluntary deregistration. Electoral finance has written to all registered constituency associations and parties with registered constituency associations to provide information about this process. To date, 37 constituency associations have voluntarily deregistered and 34 new constituency associations have registered under the boundaries that will come into effect on April 11.

D. New Interpretation

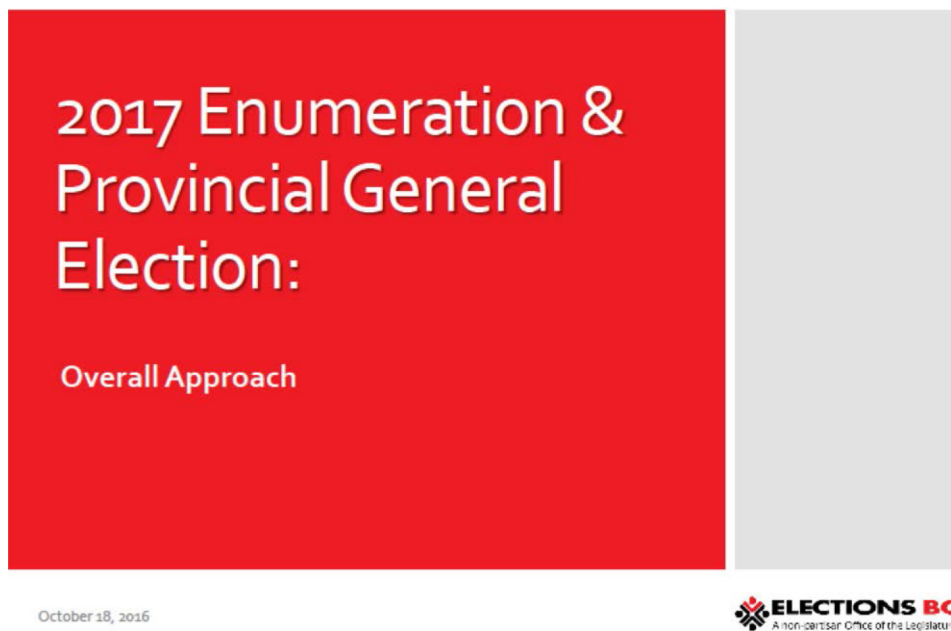
Elections BC has updated the policy on election advertising on the Internet. Under this interpretation, election messages transmitted over the Internet are election advertising only if they meet the applicable definition of election advertising and have, or would normally have, a placement cost. The policy follows Elections Canada's policy of the same and can be accessed here for reference: <http://www.elections.bc.ca/docs/lecfa/Bulletin%20-%20ElectionAdvertisingInternet.pdf>

Discussion Questions

- If we pay for a Facebook advertisement, is it election advertising?
 - Yes, any paid advertising is election advertising, and any production costs are an election expense.
- Can candidates post a photo of themselves wearing their party colours on General Voting Day?
 - Yes, this would be allowable and would not be election advertising, as long as there is no cost to post the content.
- If a candidate or party spends \$10,000 to produce a YouTube video and then links the YouTube post to a paid Facebook advertisement, would this be election advertising?
 - Yes, the production costs would be an election expense subject to spending limits, and the paid advertisement would be election advertising requiring an authorization statement.
- How will you monitor this? It seems like it will be challenging to monitor?
 - The public does a good job of monitoring and reporting possible contraventions. You are also welcome to contact Elections BC if you have any questions or if you require clarification.

3. Approach – 2017 Provincial General Election and Enumeration

- Anton Boegman provided attendees with an overview of Elections BC's strategic plan for the 2017 Provincial General Election and Enumeration. A copy of the PowerPoint slide deck may be viewed at <http://elections.bc.ca/docs/rpt/2017-enumeration-and-provincial-general-election.pdf>.



Discussion Questions

- How will enumerators access apartment buildings and condominiums for targeted enumeration?
 - Enumerators have legislated access to such buildings, and district electoral officers reach out to the building managers to obtain access. However, it is not always possible to access locked buildings.
- How many new people do you expect to register as part of enumeration?
 - It is difficult to say. Targeted enumeration will result in additions, corrections, and removals, all of which will improve the overall quality of the list.

-
- For example in the 2013 Enumeration, overall, there were 247,993 transactions consisting of 41,218 new registrations, 97,693 corrections, 43,436 confirmations of records and 65,583 removals. This activity resulted in an increase in voters list currency from 89.4% to 92.7%. For additional information, see the Report of the Chief Electoral Officer on the 2013 Enumeration:
<http://www.elections.bc.ca/docs/rpt/2013-Enumeration-Report.pdf>
 - Do you have to be a Canadian citizen to vote? How does Elections BC verify whether an individual is a Canadian citizen?
 - A voter must be a Canadian citizen in order to vote. In B.C., voters must affirm when voting that they meet the eligibility requirements.
 - If political parties want to provide feedback or ask questions about advance and special voting locations and targeted outreach activities, what can they do?
 - Parties and candidates can contact Elections BC. Please note, it may not be possible to implement every suggestion. We must evaluate each suggestion through a lens of non-partisanship, operational requirements, and statutory obligations.
 - Right now all of the parties are updating their voter information, and I assume that Elections BC is doing the same. Is there a way to coordinate/make this more efficient?
 - Elections BC recommends that parties and candidates drive all registration/update efforts through Elections BC's telephone or [Online Voter Registration](#) system, and to Elections BC's registration drive and outreach activities in each electoral district. This will ensure that the voters list used by the agency and by political parties and candidates is of the highest possible quality.
 - Standing nominations end on April 10?
 - Yes, at 4:30 p.m.
 - Are the "[shape files](#)" on the website?
 - The ED "shape files" are currently available on the B.C. Electoral Boundaries Commission website, accessible through the Elections BC website. The ED-VA "shape files" will be available on December 1, 2016, when the voting areas are published in the B.C. Gazette.
 - What is a [location index](#)?
 - It is a list of every location or community in British Columbia and the electoral district the location is in. It will be updated this fall to reflect the new electoral boundaries.

-
- How do you determine, during the vouching process, whether an individual is a Canadian citizen? How would Elections BC know if an individual voted in two districts on the same day? Would Elections BC know immediately?
 - An individual would be required to affirm when voting that they meet the eligibility requirements. If they were at their assigned voting location they would cast a live ballot; at any other location they would cast a provisional ballot that would be set aside during final count if the individual attempted to vote more than once (i.e. vote in two districts on General Voting Day).
 - Former candidates can request participation information. How far back can they request such information?
 - Former candidates can only request information from the preceding event (i.e. the event for which they were a candidate).

4. 2017 Strategic Outreach


- Amie Foster presented Elections BC's strategic outreach plan for the 2017 Provincial General Election. A copy of this presentation may be viewed at <http://elections.bc.ca/docs/rpt/2017-strategic-outreach.pdf>.

2017 Strategic Outreach



Amie Foster

Manager, Executive Services and
Corporate Administration



Discussion Questions

- What are your plans for reaching students at post-secondary institutions given that advance voting begins on April 29 – too late for most students?
 - Elections BC is working on a pilot project with the University of Victoria to administer special voting to students before they leave for the summer – and before the start of advance voting.
- Can special voting be administered before advance voting?
 - Yes, it is permissible under the Act.
- Can a student who moves from Ontario to B.C. in September, declare BC residency and Vote in the May 2017 Provincial General Election?
 - Yes, they can. This is how it has been in B.C. since 1995 and there is no recent change in this regard. Residency is determined by the individual when they declare their place of residence. They will also need to meet B.C.'s voter identification requirements.
- What are the goals for reaching out to voters who are homeless and other groups?
 - The goal is to provide information about registration, identification and voting, as well as providing opportunities for these voters to register to vote.

5. Looking Ahead - Vision 2021

Anton Boegman presented attendees with a high-level view of Elections BC's voting modernization plan for the 2021 Provincial General Election. A detailed report outlining the Vision 2021 project, including areas of legislation that will require change, will be tabled in the Legislative Assembly after the 2017 Provincial General Election.

6. Closing Comments and General Discussion

Keith Archer thanked members for their thoughtful comments and observed the current disparaging of election administration as part of the American presidential contest. He thanked the parties for their partnership in ensuring positive and professional election administration in British Columbia.

Keith highlighted a few additional points:

- After reflecting on participation rates and increases at advance and absentee voting, some voting areas will have up to 700 assigned voters rather than 400. The agency has confidence that this change will be both administratively successful and fiscally responsible.
- Advance voting is expected to continue to grow in 2017 as voters opt for the additional flexibility it offers.

-
- A Youth at the Booth program will be rolled out in 2017. The program will encourage high-school students to work as election officials. Students will benefit from school credit, excellent pay, work experience, and exposure to the voting process. Elections BC will benefit from the skills students will bring to the voting place. Students must be 15 years of age or older to participate.

Discussion Questions

- If there is a change in the voting model at the federal level, would this result in a change at the provincial level also?
 - Not necessarily and it would be at the discretion of the Legislative Assembly as it is a public policy decision.
- If more than one third party advertiser shares the same online content, who reports the expense and includes the authorization statement?
 - Elections BC would need to consider the specific situation. The election advertising would require an authorization statement, and the advertising sponsors would need to record their share of the expense. Third parties must not collude with candidates or political parties, or use this process to circumvent candidate or political party spending limits. If third parties are working together they share the third party advertising expense limit rather than doubling it.
- When will we have the final amounts for spending limits?
 - As soon as we have the final available CPI preceding the election – likely during the last week of March.
- What is the schedule for financial agent training?
 - It will be established in the next few weeks. However, with sufficient numbers, Elections BC will also deliver training to individual political parties via Skype, in our offices, or at a location of your choosing. Please contact Elections BC to make arrangements. Staff are available to answer your questions – please don't ask for forgiveness – ask for help.
- Can Elections BC investigate possible changes to political party financing and the type of electoral system used in B.C.?
 - The Chief Electoral Officer has no role in determining matters of public policy. The Chief Electoral Officer will, at regular intervals, publish recommendations for technical and administrative changes to the *Election Act*.
- Do you have mobile polls? If yes, how do you confirm competency and ensure care attendants are not expressing undue influence?

-
- Yes, the *Election Act* provides for “mobile polls” at long-term care facilities such as nursing homes. Elections BC encourages district electoral officers to assign experienced staff to administer the vote in these locations and to assist voters as necessary. Care attendants may only assist one voter. There is no test for competency under the Act.
 - Attendees may forward any questions regarding this meeting to Amie Foster, Manager, Executive Services and Corporate Administration, by phone at 250-952-6226 or by email at amie.foster@elections.bc.ca.

Contact information:

Elections BC
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6

Phone: 250-387-5305
Toll-free: 1-800-661-8683/TTY 1-888-456-5448
Fax: 250-387-3578 Toll-free fax: 1-866-466-0665

Email: electionsbc@elections.bc.ca
Website: www.elections.bc.ca

The meeting was adjourned at 11:01 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.

Mailing Address:

PO Box 9275 Stn Prov Govt

Victoria BC V8W 9J6

Phone: 250-387-5305

Toll-free: 1-800-661-8683 / TTY 1-888-456-5448

Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

Email: electionsbc@elections.bc.ca

Website: elections.bc.ca

