



**ELECTIONS BC**

A non-partisan Office of the Legislature

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

---



---

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

---

---



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](mailto:electionsbc@elections.bc.ca)  
Website: [www.elections.bc.ca](http://www.elections.bc.ca)

November 7, 2018

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 2017/18 fiscal year and Service Plan for the 2018/19 – 2020/21 fiscal years. This document reports on the activities Elections BC undertook between April 1, 2017 and March 31, 2018 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,

Anton Boegman  
Chief Electoral Officer  
British Columbia



# Table of contents

---

Message from the Chief Electoral Officer . . . . .	<b>1</b>
The organization . . . . .	<b>3</b>
Planning and performance . . . . .	<b>9</b>
Top priority . . . . .	<b>12</b>
Supporting priorities . . . . .	<b>17</b>
Elections BC finances . . . . .	<b>26</b>
Looking back (2017/18) . . . . .	<b>26</b>
Looking forward (2018/19-2020/21) . . . . .	<b>32</b>
Appendices . . . . .	<b>36</b>
Appendix A: “At-a-glance” projects and activities, 2018/19 . . . . .	<b>37</b>
Appendix B: Political party registrations and deregistrations . . . . .	<b>41</b>
Appendix C: Constituency association registrations and deregistrations. . . . .	<b>42</b>
Appendix D: Orders of the Chief Electoral Officer . . . . .	<b>43</b>
Appendix E: Activities of the Chief Electoral Officer . . . . .	<b>56</b>
Appendix F: Reports of the Chief Electoral Officer . . . . .	<b>57</b>
Appendix G: Local by-elections and non-election assent voting . . . . .	<b>58</b>
Appendix H: Minutes of the Election Advisory Committee meeting. . . . .	<b>61</b>
Glossary . . . . .	<b>73</b>

---

---



## Message from the Chief Electoral Officer

---

I am pleased to present Elections BC's Annual Report for 2017/18 and Service Plan for 2018/19-2020/21 to the Legislative Assembly.

2017/18 was a year of tremendous change and activity for Elections BC, and the next three years promise to be no different. As I look back at the work of my office over the past year and the work that lies ahead, I am proud that my staff continue to excel at meeting Elections BC's mandate of administering electoral processes in British Columbia. We administer this mandate in relation to our four strategic priorities:



- 1. Deliver events.** Electoral events are Elections BC's raison d'être and they remain the central focus for the organization. At the beginning of 2017/18, my office oversaw a successful conclusion to the 41st Provincial General Election and the historically significant result of a minority government, the first in more than 60 years. The requirement to maintain ongoing readiness for an election call has led to several key changes in my office's approach to planning and delivering the next provincial election. My office also successfully administered a provincial by-election in Kelowna West in late 2017/18. In fall 2018, we will oversee campaign finance and advertising rules for the 2018 General Local Elections, and administer the 2018 Referendum on Electoral Reform. In addition, my office remains ready at all times to deliver on-demand events, including recall petitions, initiative petitions, local assent votes and local by-elections.
- 2. Focus on stakeholders.** Elections BC is committed to finding solutions that focus on meeting the needs of our clients and stakeholders and not just administrative expediency. In the 2017 election, Elections BC offered a vote-by-telephone option for voters with disabilities who would have otherwise been unable to cast their ballot independently. My office recently embarked on a redesign project to improve the usability of candidate nomination forms and guides. In the coming months, my staff will be implementing enhancements to the Online Voter Registration application that will better serve voters who access this service using mobile devices.
- 3. Lead Change.** Like many other electoral agencies, Elections BC faces an environment where technological advances and changes in voter expectations make a compelling case for greater integration of technology into voting processes. My office has started on a path to realize a new vision for technology-supported voting in future provincial elections. For the 2017 election, we successfully deployed technology in the voting place that improved the speed, accuracy, and efficiency of advance and absentee voting, and also enabled us to provide information about voters who voted at advance voting to candidates, as required by legislation. In May of 2018, my office issued a Recommendations for Legislative Change report asking legislators to consider changes to the voting model that would allow for faster service to voters, more immediate reporting of election results and participation information, and greater staffing efficiencies.

- 
4. **Enhance Value.** Elections BC takes pride in its efforts to engage in partnerships and innovative service delivery arrangements that leverage our expertise. My office has established relationships with outreach organizations and community groups that allow us to reach out to voters with accessibility challenges and other barriers to electoral participation. In addition, Elections BC continues to be a leader in the wider election community by spearheading and continuing to support the Canadian Society for Election Official Training, the first program of its kind in Canada providing professional training to election officials in partnership with other provincial electoral agencies.

While 2017/18, in many respects, was a challenging year for Elections BC, I believe the exceptional experience, dedication, and resilience of my staff in rising to meet new challenges bodes well for the future; as the proverb goes, rough seas make for excellent sailors. I am confident that the work outlined in this plan will allow Elections BC to meet its goals and provide responsible, independent, non-partisan electoral administration to the province of British Columbia.



Anton Boegman.  
Chief Electoral Officer  
British Columbia  
November 2018

# 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. The work unit also manages Elections BC's warehouse and the warehouse's inventory distribution system.

## **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 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 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 23,000 temporary staff and election officials during a provincial general election.

### **Human Resources and Development Services**

Human Resources and Development Services provides human resource services for Elections BC's public service employees, 87 district electoral officers 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.

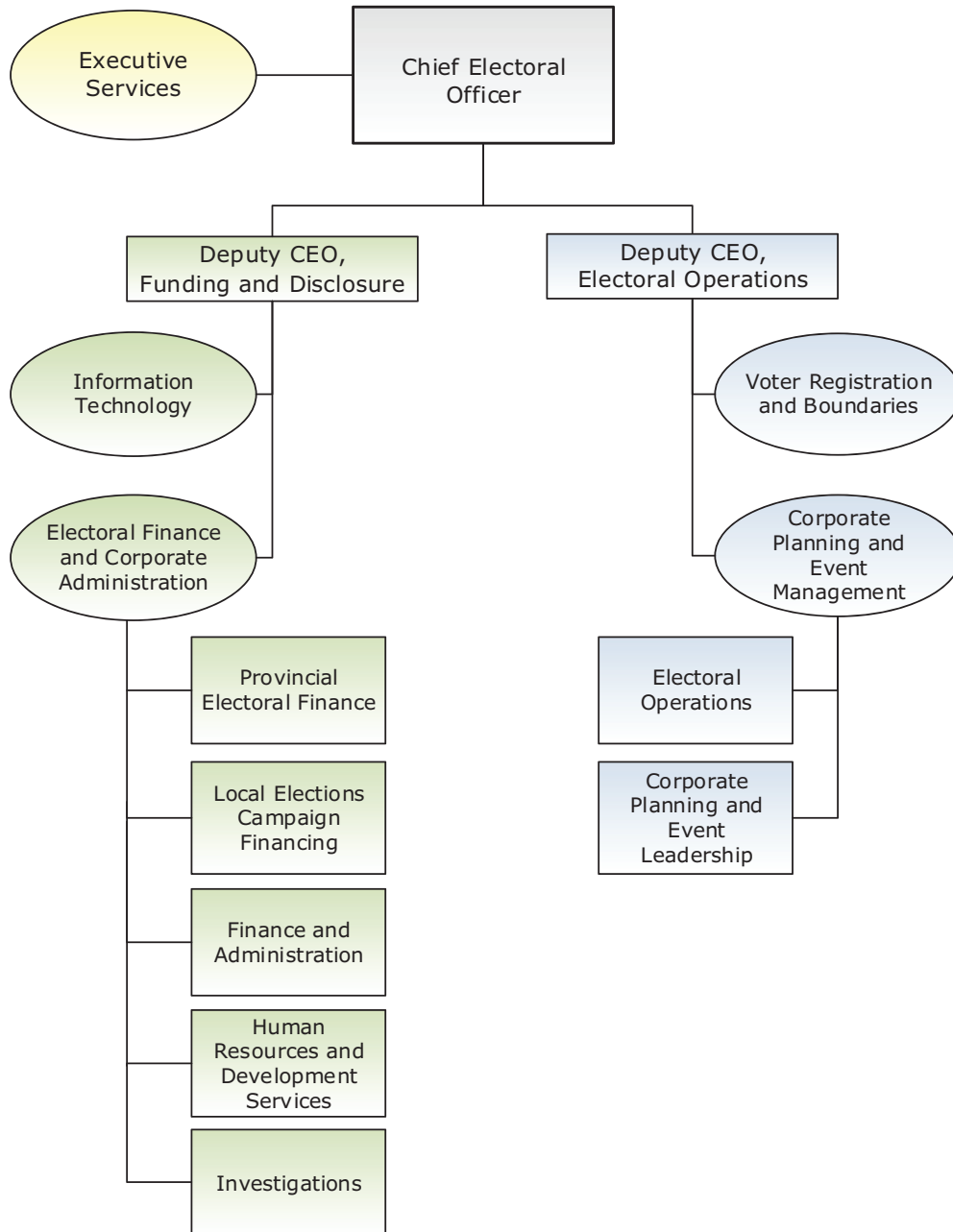
The Electoral Operations work unit is also responsible for the training of all election officials, from district electoral officers responsible for delivering an election in an electoral district, to the over 23,000 election officials who serve voters directly in the voting place.

### **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 2018-2020

### 2018



- KLV By-election
- CEO Report on 2017 Provincial General Election and Enumeration
- CEO Report on Recommendations for Legislative Change
- 2018 General Local Elections
- Recall petition process available
- 2018 Referendum on Electoral Reform

### 2019



- Maintain readiness for and deliver on-demand events
- CEO Report on 2018 General Local Elections
- CEO Report on 2018 Referendum on Electoral Reform

### 2020



- Maintain readiness for and deliver on-demand events
- Prepare for scheduled provincial general election



---

## STRATEGIC CONTEXT

Elections BC has invested considerable effort during the last ten months to achieve and maintain a state of readiness for a provincial general election. After four business cycles with fixed election dates, the election of a minority government in the 2017 Provincial General Election means that the organization must be ready to deliver a provincial election on short notice. Many activities that are normally carried out in a staged fashion close to a fixed-date election have been fast-tracked: district electoral officers and deputies have been appointed and trained, the warehouse has been stocked with supplies and recruitment strategies are in place. That said, Elections BC continues to improve existing processes. Improvement efforts in 2017-18 have focused on making the Online Voter Registration system mobile-friendly and redesigning candidate nomination forms to improve usability.

The B.C. government passed a number of bills in the fall of 2017 related to Elections BC's mandate. Bill 3 introduced a series of campaign finance reforms, including source restrictions and limits on political contributions that represent the most significant change to electoral legislation in British Columbia since the last major rewrite of the *Election Act* in 1995. Bill 15 amended the *Local Elections Campaign Financing Act*, placing similar restrictions and limits on contributions in local elections. Additionally, Bill 5 amended the *Constitution Act*, changing the fixed date for provincial general elections to the third Saturday in October and shifting the timing of the advance voting period. Elections BC is implementing changes to operational processes and systems to comply with the new legislation.

As Elections BC continues to adjust to its “new normal”, 2018/19 promises to be a year of intense activity. This fall will see Elections BC administer the campaign financing provisions for the October 20, 2018 General Local Elections with as many as 3,600 participants, including candidates, elector organizations and advertising sponsors. Also during the fall, Elections BC will administer a provincial referendum on electoral reform. The referendum will be held by mail, and voters will be asked if British Columbia should use the current First Past the Post voting system or a proportional representation voting system. If a majority of votes support proportional representation, the system with the most support in the referendum must be adopted for any provincial general elections called on or after July 1, 2021. The referendum and local elections will continue to consume much of the organization's focus and energies for the remainder of 2018/19.

The current business cycle could be one of significant change. If the referendum results in a vote to use a proportional representation voting system, substantial effort will be required for Elections BC to be ready to administer a provincial general election under that system. At the same time, Elections BC has made its own recommendations for legislative change. Of particular note, the Chief Electoral Officer recommended provisional voter registration for 16 and 17 year olds in B.C. as well as a technology-supported voting and counting model for implementation in the next provincial general election. Given this concept, it is clear that Elections BC must be flexible and ready to adapt — should circumstances require it.



# Planning and performance

---

These statements and priorities from our 2015-2021 Strategic Plan will guide our work for the period 2018/19-2020/21.

## 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

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

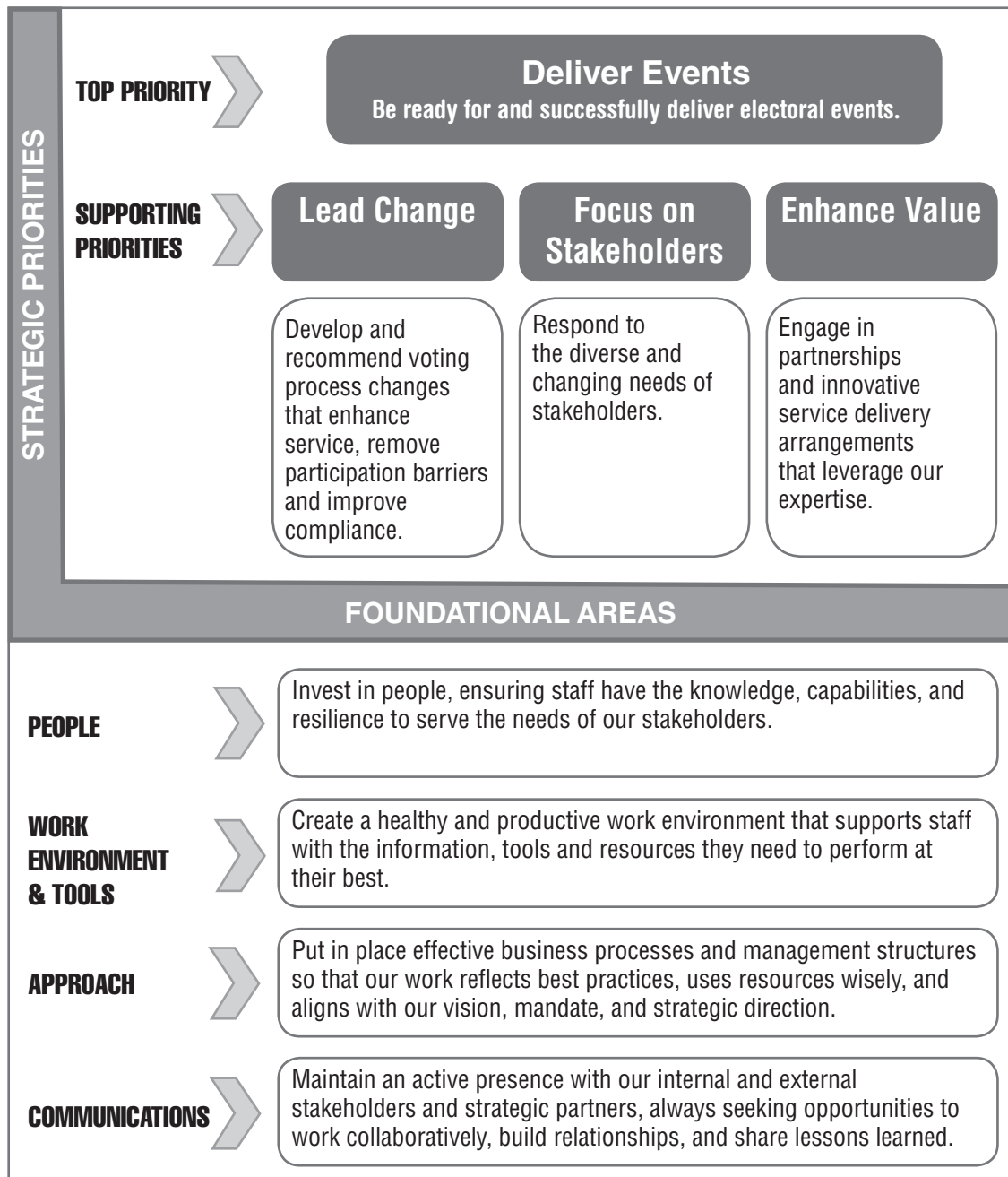
Elections BC is guided by four strategic priorities as it pursues its vision.

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 indicators:** Develop effective plans and achieve targets without overworking staff

**Planning effectiveness:** Percentage of event readiness and performance goals achieved 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	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Event goal performance*	86%	90%	86%	86%	86%
Stress and workload**	85th percentile	60th percentile	N/A	85th percentile	N/A

\* The event goal performance indicator is calculated by assessing performance against established event goals.

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

The “event goal performance” and “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**

The event goal performance indicator score for 2017/18 reflects the rate of achievement of event goals during the reference period related to: the 2017 Provincial General Election, the 2017 Enumeration, the Kelowna West By-election, preparations for the 2018 General Local Elections, and local by-elections and non-election assent voting. Of the 19 goals identified for 2017/18, Elections BC achieved 17 or 90%

Elections BC’s stress and workload score on the BC Government’s Work Environment Survey, conducted early in 2018, was in the 60th percentile relative to all work units in the BC Public Service. The survey asked employees to rate their level of agreement with statements about the degree to which they felt their workloads and work-related stress were manageable. While Elections BC saw improvement relative to 2015 in scores related to workload, the percentage of employees agreeing that their work-related stress was manageable declined. This result may reflect the significant change that Elections BC experienced in 2017/18 with the passage of new electoral legislation and the requirement to achieve and maintain readiness for the next provincial general election.

**Looking forward**

Next year, Elections BC will continue to rely on the planning framework to ensure readiness for on demand electoral events, and to deliver the campaign finance provisions related to the 2018 General Local Elections and the 2018 Referendum on Electoral Reform. The event goal performance indicator will measure our preparedness and performance in relation to delivering all events that occur during 2018/19.

The result of the stress and workload measure is a cause for some concern, particularly as the future is likely to bring more change. 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 indicators:** 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

**Net currency:** Percentage of eligible voters on the list at their current address

Performance indicator	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Coverage*	95%	94%	91%	91%	91%
Currency*	93%	94%	N/A	N/A	N/A
Net currency*	88%	89%	N/A	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, required to define currency results, are conducted in conjunction with general elections.

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

*“I wanted to say a very big thank you from the team over at Vancouver. We really appreciate all your hard work over the past couple of weeks to get us the voters list today.”*

---

### Looking back

In 2017/18 the three primary sources of voters list updates were the completion of the 2017 Provincial Enumeration event in preparation for the 41st Provincial General Election, voters contacting EBC directly to register or update their record, and registration in conjunction with voting that occurred during the election.

Registrations, updates and removals all contributed to voters list quality which helped narrowly exceed our currency and net currency targets, while falling just short of the coverage target. A substantial amount of additional detail regarding the above-noted voter registration activities and outcomes is included in the *Report of the Chief Electoral Officer on the 41st Provincial General Election*.

### Looking forward

The 2018 General Local Elections and Referendum on Electoral Reform, as well as the requirement for ongoing readiness for an on-demand provincial general election, will require continuous efforts to maintain the coverage and accuracy of the voters list. Fiscal year 2018/19 will see dozens of voters lists produced for local governments, and significant work on voters list updates in the lead-up to the referendum, drawing on ongoing information sharing agreements with the Insurance Corporation of British Columbia and Elections Canada's National Register of Electors. Starting in September 2018, the referendum public awareness campaign is expected to generate considerable traffic for voter registration online and by telephone. To meet these demands, and in recognition of trends in technology usage, the Online Voter Registration system will undergo enhancements to provide a more mobile-friendly user experience, and to provide voters with the ability to request a referendum voting package online.

Elections BC partners with BC Stats to conduct voters list quality studies following scheduled provincial general elections. The next scheduled provincial election is October 16, 2021. Elections BC will continue to monitor coverage levels using eligible voter estimates produced quarterly by BC Stats.

---

**Key performance indicators:** 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	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Provincial filing compliance*	98%	99.6%	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.

### Looking back

Of the 742 provincial financing reports required to be filed by the applicable deadlines during 2017/18, 729 clients filed their reports by the initial deadline. 10 of the remaining 13 clients filed their reports by the late filing deadline, two filed after the late filing deadline and one failed to file.

Of the 241 local financing disclosure statements required to be filed by the applicable deadlines during 2017/18, 239 were filed by the deadline.

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

One information session was conducted in 2017/18 with all participants responding to the survey agreeing that the session helped them understand the filing requirements.

*“Good info. Presenters were clearly experts. Questions were encouraged.”*

### 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 changes in voter 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 proposal for a new voting model for future B.C. elections

**Key performance indicators:** 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	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Unopened certification envelopes*	3%	1%	1%	1%	1%
Write-in ballots rejected*	2%	5%	N/A	N/A	N/A

\* Data for these indicators is sourced from administrative records.

Elections BC continues to focus efforts to improve compliance on absentee voting as 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. In by-elections conducted early in 2016, e-poll books, operating custom software developed by Elections BC, were used to guide election officials through the complex decision paths required to administer absentee voting and to accurately complete certification envelopes. The technology improved compliance significantly with less than 1%<sup>1</sup> of envelopes from those by-elections remaining unopened.

<sup>1</sup> 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.<sup>2</sup> 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. To establish a baseline measure, data from the 2013 Provincial General Election was reviewed. During that event 4.0% of write-in ballots were rejected, compared to 1.1% of ordinary ballots issued for absentee voting, and 0.4% of ordinary ballots for non-absentee voting.

### Looking back

The use of the custom e-poll book technology at all absentee voting opportunities in the 2017 Provincial General Election and 2018 Kelowna West By-election resulted in high rates of certification envelope compliance. The percentage of envelopes remaining unopened at the end of the provincial general election was 1%, and only 0.2% for the by-election.

The rate of rejection for write-in ballots was higher than expected, at 5%. Analysis of variation in this rate by district shows that rejection rates for write-in ballots tended to be higher in areas where substantial changes were made to electoral boundaries in the 2015 Electoral Boundaries Redistribution. There may have been confusion among voters and election officials in these areas regarding the voter's electoral district and candidates.

### Looking forward

Elections BC conducts reviews of its systems and processes following all events and identifies areas for improvements. The custom e-poll book solution will be used in future elections as it has been very effective at improving election official compliance with absentee procedures. To address the rate of write-in ballot rejection, Elections BC will consider communication activities to improve voter awareness of district boundaries, particularly following a boundary redistribution, and will review election official training materials to ensure adequate coverage of this topic.

---

<sup>2</sup> 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 general voting places that met the core accessibility criteria

Performance indicator	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Accessibility	85%	95%	90%	90%	90%

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 all district electoral offices and advance voting places meet each of the seven priority accessibility criteria. In a provincial general election, Elections BC establishes approximately 1,400 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**

The importance of accessibility considerations related to the selection of general voting places was emphasized with district electoral officers. In the 2017 Provincial General Election and Kelowna West By-election, 95% of general voting places met the seven priority accessibility criteria.

**Looking forward**

For 2018/19, Elections BC will continue to emphasize accessibility to ensure election-related facilities are accessible to as many voters as possible.

**Key performance indicator:** Develop a proposal for a new voting model<sup>3</sup> for future B.C. elections

Performance indicator	2017/18 Target	2017/18 Actual	2018/19 Target
New voting model recommendations submitted to Legislature	Complete	In Progress	Complete

Elections BC will submit a report to the Legislative Assembly proposing a new voting model for future provincial general elections. 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.

### Looking back

The proposed voting model will be included in the *Report of the Chief Electoral Officer on Recommendations for Legislative Change*, due for release early in the 2018/19 fiscal year.

### Looking forward

Elections BC looks forward to submitting its recommendations for a new voting model to the Legislative Assembly together with other recommended legislative changes in the *Report of the Chief Electoral Officer on Recommendations for Legislative Change*.

<sup>3</sup> 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	2017/18 Target	2017/18 Actual	2018/19 Target
Increased online services	Mobile app to identify voting locations	Achieved	Improve Online Voter Registration (OVR) usability
	Secure voters list download service for local governments	Achieved	

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 web-based, mobile-friendly service to assist voters in identifying the most convenient voting place during the provincial general election and the Kelowna West by-election. A secure voters list download service was used to support local governments prepare for general local elections scheduled for the fall of 2018. To better meet stakeholder expectations related to disclosure, the Financial Reports and Political Contribution system (FRPC) was upgraded to include local elections campaign contribution totals for anonymous contributions and contributions of less than \$100 by class of contributor.

### Looking forward

In the next fiscal year, Elections BC intends to implement usability upgrades to OVR, including responsive design and single-line address entry with auto-complete.

**Key performance indicator:** Put stakeholder needs first when designing services

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

Performance indicator	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Satisfaction	80%	90%	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 2017/18, Elections BC asked provincial voters how satisfied they were with the way Elections BC administered the 2017 Provincial General Election. Over half of respondents (57%) reported being “very satisfied” and another 33% were “satisfied”. Less than four per cent of respondents reported dissatisfaction.

### Looking forward

For 2018/19, Elections BC will survey financial agents appointed for provincial political parties and constituency associations to determine their satisfaction with the services provided by Elections BC.

---

## 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, trends 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 and 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

**Graduation packages:** the percent of graduating students in BC sent a graduating package encouraging them to register and vote when eligible

Performance indicator	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Student Vote participation	More schools participating than 2013	Achieved	N/A	N/A	N/A
Youth at the Booth participation	Higher % of election officials under age 19 than 2013	Achieved	N/A	N/A	N/A
Graduation packages	N/A	N/A	Packages sent to 100% of secondary schools	Packages sent to 100% of secondary schools	Packages sent to 100% of secondary schools

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.

Starting in 2018/19, Elections BC is planning to distribute graduation packages to grade 12 students in public and independent schools across the province. They will be distributed in the spring annually. The packages will include a congratulatory message about graduating from high school and information about registration and voting. This package is intended to encourage students who are reaching 18 years old to register and to prepare them to vote in the next general election.



### Looking Back

Student Vote Day was held on May 8, 2017. In total, 1,220 schools registered to participate, which is 69% of schools in B.C., and over 173,000 students participated. This was a significant increase from 2013 which saw 766 schools registered and over 100,000 students participating.

The Youth at the Booth program was highly successful with more than 200 schools participating, and a significant increase in young people employed in voting places across the province. The percentage of election officials under the age of 19 in the 2017 GE, at 18%, was double the 2013 result. This percentage represented 4,227 individuals.

### Looking forward

In 2018/19, Elections BC will begin to distribute graduation packages to grade 12 students across the province in order to encourage them to register and vote when they are eligible. The packages will be sent to 100% of secondary schools in the province.

**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	2017/18 Target	2017/18 Actual	2018/19 Target	2019/20 Target	2020/21 Target
Number of presentations	20	19	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

Nineteen presentations were made this past year, including presentations to political studies classes at B.C. post-secondary institutions, presentations to local government bodies in preparation for the 2018 General Local elections, presentations on the use of technology in the 2017 Provincial General Election, and presentations on electoral administration topics at professional conferences and inter-jurisdictional meetings.

### 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 (2017/18)

### **ELECTIONS BC BUDGET PROCESS**

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

As part of the annual budget development process, the Chief Electoral Officer and senior staff met with the Committee on November 23, 2017. 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 2018/19 to 2020/21. The proposal detailed the budget requirements for ongoing operations, capital investments, and event funding needed to administer campaign financing for the 2018 General Local Elections and for ongoing readiness for a provincial general election. In its report of December 18, 2017, the Committee recommended that Elections BC's ongoing (non-event) operating budget for fiscal year 2018/19 be \$10,405,000. The recommended capital budget for 2018/19 was \$700,000 and the event funding recommendation was \$3,410,000.

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 December 14, 2017 the Chief Electoral Officer wrote to the chair of the Committee requesting supplementary funding for the first instalment of the annual allowance payments to a registered political party. In accordance with section 215.02 of the *Election Act*, the Chief Electoral Officer must pay an annual allowance to a registered political party whose candidates in the most recent general election received at least (a) 2% of the total number of valid votes cast in all electoral districts, or (b) 5% of the total number of valid votes cast in the electoral districts in which the political party endorsed candidates.

On December 21, 2017, the Chief Electoral Officer met with the Committee to further discuss the funding requirements for the first instalment of the annual allowance to registered political parties pursuant to the Legislative Assembly's adoption on November 30, 2017 of the *Election Amendment Act, 2017* (Bill 3). The Committee recommended supplementary funding of \$2,405,331 for operating expenses in the 2017/18 fiscal year.

---

On January 17, 2018, the Chief Electoral Officer wrote to the chair of the Committee requesting supplementary funding for administering the Kelowna West by-election. The anticipated cost for the by-election was \$658,000 in 2017/18 and \$26,000 in 2018/19, for a total request of \$684,000.

On February 2, 2018, the Chief Electoral Officer wrote to the chair of the Committee requesting additional funding for 2018/19 to administer changes as a result of the *Election Amendment Act, 2017* (Bill 3) and *Local Elections Campaign Financing Amendment Act, 2017* (Bill 15). The request included \$1,384,000 for ongoing operations, \$555,000 for capital projects, and \$4,571,000 for annual allowance payments for political parties. Additional funding for 2017/18 for Bill 3 and Bill 15 was not required as Elections BC was able to cover those expenditures within current budget allocation.

On February 6, 2018 the Chief Electoral Officer and senior staff met with the Committee again to review the supplementary funding requests for the by-election, Bill 3, and Bill 15. The Committee recommended approval of the requests.

The ongoing operating and event funding table (page 28) shows Elections BC's budget for fiscal 2017/18 and the actual expenditures for that year. These amounts include funding and expenditures for ongoing work and for events conducted in 2017/18.

The summary ongoing financial outlook table (page 33) illustrates the budgets and planned budgets for ongoing work for each of the three fiscal years beginning in 2018/19. The Select Standing Committee has approved these amounts. Funding for electoral events is not included here.

## Ongoing operating and event funding

	2017/18 Budget \$	2017/18 Actual \$	Variance \$
<b>Funding</b>			
Estimates (Note 1)	46,154,000	46,154,000	-
Other authorizations (Note 2)	1,521,906	1,521,906	-
<b>Total funding</b>	<u>47,675,906</u>	<u>47,675,906</u>	-
<b>Expenses</b> (Note 3)			
Salaries and benefits for permanent employees and the Chief Electoral Officer	5,339,000	4,985,148	353,852
Amortization	625,000	586,400	38,600
Building occupancy charges	1,339,000	1,372,183	(33,183)
Office expenses and telecommunications	564,000	494,317	69,683
Corporate information systems	1,250,000	1,140,510	109,490
Event readiness	10,000	1,585	8,415
Address and boundary maintenance	85,000	61,002	23,998
Voters list maintenance	84,000	37,847	46,153
Political entity reporting	222,000	138,256	(83,744)
Voter education	169,000	80,993	88,007
<b>Scheduled events</b>			
41st Provincial General Election	36,160,000	31,220,504	4,939,496
The pre-election Enumeration	103,000	114,201	(11,201)
Electoral Boundaries Redistribution	68,000	54,331	13,669
General Local Elections	136,000	76,121	59,879
<b>Unscheduled events</b>	1,521,906	-	-
Readiness - On-demand provincial general election	-	4,337,728	(4,337,728)
Kelowna West By-election	-	556,066	(556,066)
2018 Referendum on Electoral Reform	-	11,438	(11,438)
<i>Community Health and Safety Review Act</i> - Initiative Petition	-	1,945	(1,945)
Annual allowances to political parties	-	2,405,331	(2,405,331)
<b>Total expenses</b>	<u>47,675,906</u>	<u>47,675,906</u>	-

---

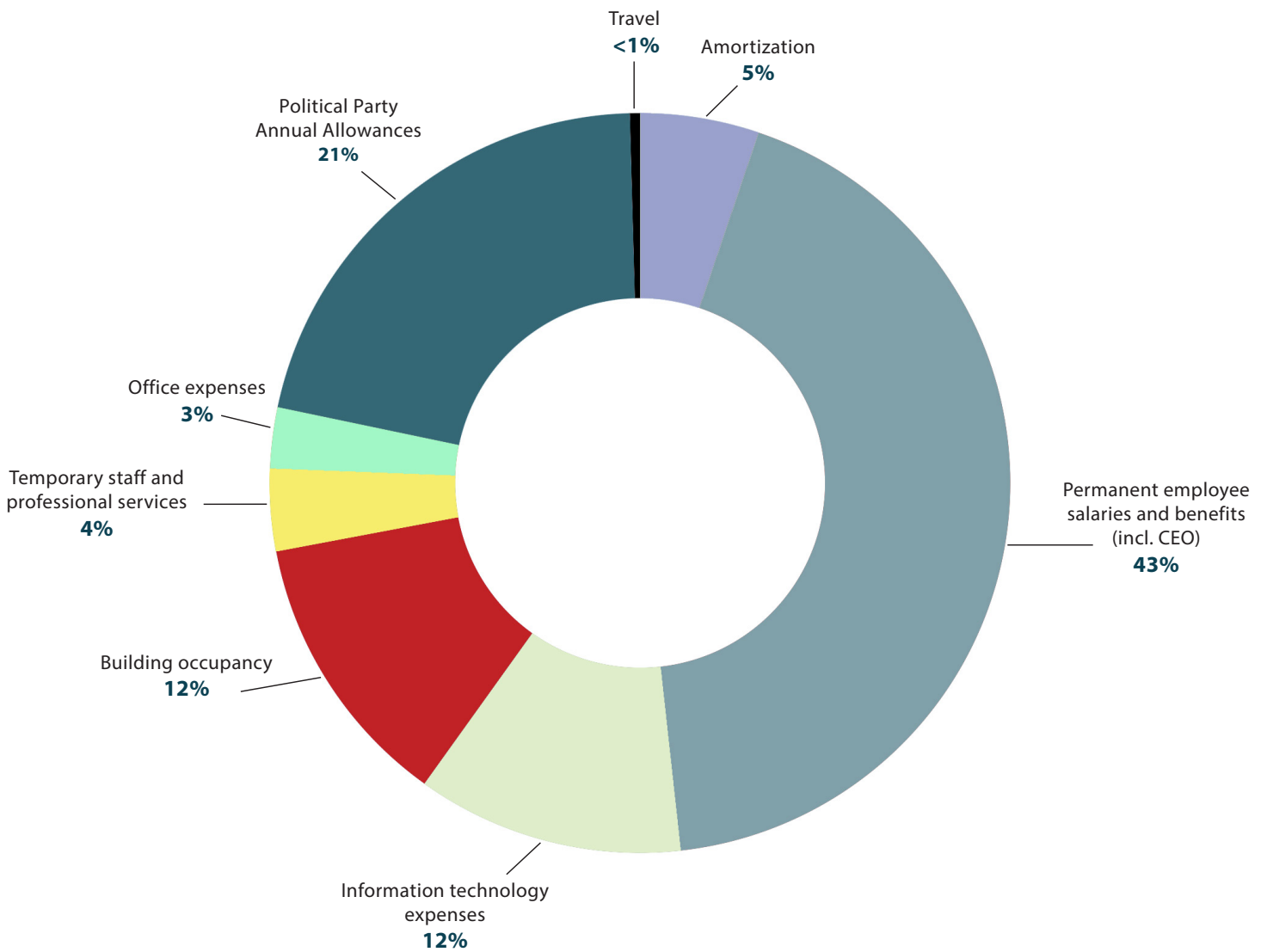
Note 1 - Estimates represents Election BC's approved budget as per Estimates. The ongoing (non-event) operating budget for 2017/18 was \$9,687,000. The scheduled event budget for 2017/18 was \$36,467,000.

Note 2 - Other authorizations represents Election BC's Statutory Appropriation (within Vote) for administering the unscheduled events.

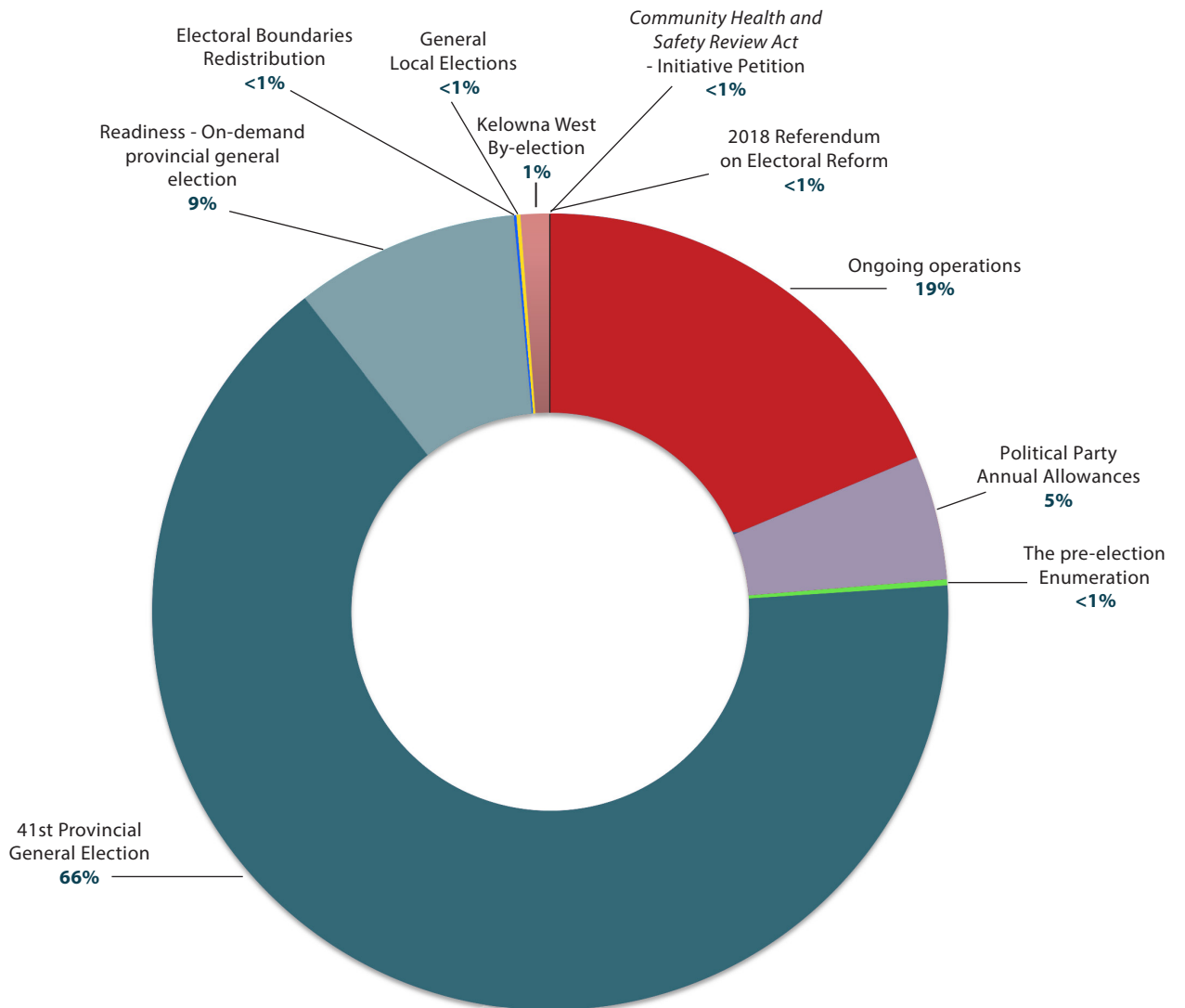
Note 3 - The budget is based upon anticipated activities at the beginning of the year and does not include reallocations of budget made during the fiscal year, hence actual expenses differ from the budget.

---

### 2017/18 Ongoing operating actual expenditures by type



### 2017/18 Actual expenditures for ongoing operations and events



---

## Looking forward (2018/19 - 2020/21)

The summary ongoing financial outlook illustrates the operating and capital budgets for 2018/19 and planned budgets for 2019/20 and 2020/21. 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

	2018/19 (budget) \$	2019/20 (planned) \$	2020/21 (planned) \$
<b>ONGOING OPERATING COSTS</b>			
Approved budget by SSCFGS	10,436,000	9,993,000	10,138,000
<b>Total funding for ongoing operating costs</b>	<b>10,436,000</b>	<b>9,993,000</b>	<b>10,138,000</b>
Notes	<b>Expenses</b>		
1	Salaries and benefits for permanent employees and the Chief Electoral Officer		
2	Amortization		
3	Building occupancy charges		
4	Office expenses		
5	Corporate information systems		
6	Event readiness		
7	Address and boundary maintenance		
8	Voters list maintenance		
9	Political entity reporting		
10	Voter education		
	<b>10,436,000</b>	<b>9,993,000</b>	<b>10,138,000</b>
	<b>Total expenses for ongoing operating costs</b>		

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

	2018/19 (budget) \$	2019/20 (planned) \$	2020/21 (planned) \$
<b>CAPITAL ASSETS</b>			
<b>Approved budget by SSCFGS</b>			
Computer hardware and software	700,000	700,000	700,000
<b>Total funding for capital assets</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>
<b>Expenditures for capital assets</b>			
Computer hardware and software	700,000	700,000	700,000
<b>Total expenditures for capital assets</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>

---

**Notes:**

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

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

Note 1 - The salaries and benefits line includes salaries and benefits for Elections BC's permanent employees and the Chief Electoral Officer. Employees are paid in accordance with policies established by 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 2018/19; however, that actual cost must also be paid for out of the operating budgets over a number of years. Amortization rates are government policy established by the Office of the Comptroller General, and Elections BC does not have flexibility to change them.

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

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

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

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

Note 6 - Event readiness includes expenses necessary to ensure that EBC maintains a constant state of readiness to administer unscheduled electoral events such as initiative petitions, recall petitions and by-elections. Expenses include the development, updating and printing of forms and guides.

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. Costs to review annual financial reports for parties and constituency associations will increase in 2018/19, as annual reports filed in the year following a general election are more complex and time-consuming to review. As a result we will have temporary review staff for a longer period of time. 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 to develop new tools and best practices for those teaching civic education in B.C.'s classrooms.
- Note 11 - Event funding is required in 2018/19 for updating all materials to include new election expense limit requirements and to conduct disclosure statement compliance review of the anticipated more than 3,600 statements to be filed on behalf of candidates, electoral organizations and third party sponsors who participate in the October 2018 General Local Elections. Necessary expenses include developing and printing forms, guides, training material (both internal and external), advertising, salaries and benefits and office supplies for headquarters temporary staff, legal and investigative services, information technology costs, and travel to conduct information and training sessions for electoral organizations, local election administrators and other stakeholders. This budget line does not include associated with the administration of local by-elections or non-election assent voting.
- Note 12 - Event funding is required in 2018/19 for activities associated with ongoing readiness for an on demand provincial general election. This funding will provide for production of forms and guides, salaries and benefits for headquarters temporary staff, fees for 87 district electoral officers (DEOs) and 89 deputies, information technology costs, building occupancy for additional warehouse space and professional services.

# Appendices

---

Appendix A: “At-a-glance” projects and activities, 2018/19

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, 2018/19

STRATEGIC PRIORITY	PROJECTS	ONGOING WORK
<p>Top priority:</p> <p><b>Deliver events:</b></p> <p>Be ready for and deliver successful electoral events.</p>	<ul style="list-style-type: none"> <li>▪ Plan, prepare for and administer campaign financing and advertising rules in the 2018 General Local Elections.</li> <li>▪ Plan, prepare for and deliver the 2018 Referendum on Electoral Reform.</li> <li>▪ Plan for and be in an ongoing state of readiness to deliver an on-demand provincial general election.</li> <li>▪ Update processes, forms, and systems to implement significant changes to local and provincial campaign finance legislation.</li> <li>▪ Administer local by-elections, local assent votes, recall and initiative petitions and provincial by-elections, as required.</li> <li>▪ Undertake a number of information system development projects related to the referendum, local elections, and the provincial general election.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review and update plans to ensure Elections BC is ready to administer on-demand events, including:                             <ul style="list-style-type: none"> <li>▪ initiative petitions</li> <li>▪ recall petitions</li> <li>▪ provincial by-elections</li> <li>▪ provincial referendums, plebiscites, and initiative votes</li> <li>▪ local by-elections</li> <li>▪ local assent votes</li> </ul> </li> <li>▪ Maintain the provincial voters list.</li> <li>▪ Maintain DEO Desktop and DEOnline.</li> <li>▪ 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).</li> </ul>
<p>Supporting Priority:</p> <p><b>Lead change:</b></p> <p>Develop voting model changes that enhance service, remove participation barriers and improve compliance.</p>	<ul style="list-style-type: none"> <li>▪ Finalize and table Elections BC’s vision for changes to the voting and counting model in B.C.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>

STRATEGIC PRIORITY	PROJECTS	ONGOING WORK
<p>Supporting Priority:</p> <p><b>Focus on stakeholders:</b></p> <p>Respond to the diverse and changing needs of stakeholders.</p>	<ul style="list-style-type: none"> <li>▪ Implement eLearning for electoral finance clients.</li> <li>▪ Implement Voting Results System improvements to meet the user needs of media.</li> <li>▪ Redesign of the nomination guide to ensure usability in consultation with the Center for Civic Design.</li> <li>▪ Improve the user experience of the Where-to-Vote online application.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improve the user experience of the Online Voter Registration application.</li> <li>▪ Update forms and information systems used to interact with voters and clients.</li> <li>▪ Publish guides to legislated processes administered by Elections BC.</li> <li>▪ Deliver financial agent training and political party information sessions.</li> <li>▪ Receive, review, scan and post financing reports and disclosure statements.</li> <li>▪ Publish political and campaign contributions data.</li> <li>▪ Provide voters lists for purposes authorized under the <i>Election Act</i>.</li> <li>▪ Deliver geography products and services.</li> <li>▪ Maintain the Elections BC website and update public information.</li> <li>▪ Manage issues and media relations.</li> <li>▪ Respond to inquiries from the public and other stakeholders.</li> <li>▪ Maintain and enhance public education programs.</li> <li>▪ Conduct client satisfaction surveys.</li> <li>▪ Liaise and consult with Election Advisory Committee.</li> <li>▪ Liaise and consult with the Technical Advisory Committee established under the <i>Local Elections Campaign Financing Act</i>.</li> </ul>

STRATEGIC PRIORITY	PROJECTS	ONGOING WORK
<p>Supporting Priority:</p> <p><b>Enhance Value:</b></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"> <li>▪ Deliver an outreach program involving community groups and service organizations to increase awareness of the 2018 Referendum on Electoral Reform.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Through partnerships with other Canadian jurisdictions, continue to deliver and improve Canadian Society for Election Official Training (CSEOT) courses.</li> <li>▪ Participate in the Conference of Canadian Election Officials (CCEO).</li> <li>▪ Participate in the Council on Governmental Ethics Laws (COGEL).</li> <li>▪ Participate in research activities relevant to electoral administration.</li> <li>▪ Develop and maintain partnerships.</li> <li>▪ Observe electoral events taking place in other jurisdictions.</li> <li>▪ Make presentations to external audiences.</li> </ul>

FOUNDATIONAL AREAS: SUPPORTING OUR STRATEGIC PRIORITIES	ONGOING WORK	
<p><b>People:</b></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"> <li>▪ Recruit, develop and retain high-performing staff.</li> <li>▪ Train staff on operational frameworks, tools and processes.</li> <li>▪ Manage corporate orientation program for new Elections BC employees.</li> <li>▪ Renew Elections BC's corporate learning and development strategy.</li> <li>▪ Maintain Employee Performance and Development Planning (EPDP) program.</li> </ul>	
<p><b>Work environment and tools:</b></p> <p>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"> <li>▪ Maintain IT infrastructure.</li> <li>▪ Manage warehouse.</li> <li>▪ Maintain and administer facilities.</li> </ul>	

FOUNDATIONAL AREAS: SUPPORTING OUR STRATEGIC PRIORITIES	ONGOING WORK
<p><b>Approach:</b> 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"> <li>▪ Incorporate lessons learned from past electoral events into future event planning.</li> <li>▪ Maintain and enhance the following:               <ul style="list-style-type: none"> <li>▪ Corporate planning framework</li> <li>▪ Privacy management framework</li> <li>▪ Legislative compliance and enforcement framework</li> <li>▪ Policies, procedures, and process documentation</li> <li>▪ Legislative interpretations</li> <li>▪ Risk management program</li> </ul> </li> </ul>
<p><b>Communications:</b> 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"> <li>▪ Liaise with other electoral agencies to share best practices.</li> <li>▪ Engage with legislators and other stakeholders on emerging issues in the field of electoral administration.</li> <li>▪ Contribute to the Canadian Electoral Resource Library (CERL).</li> <li>▪ Maintain and enhance internal communications.</li> <li>▪ Review and assess Elections BC's overall communications strategy.</li> </ul>



## Appendix B: Political party registrations and deregistrations

---

As of March 31, 2018, there were 27 political parties registered in B.C.

The following political party registrations and deregistrations occurred between April 1, 2017 and March 31, 2018.

### **Political party registrations**

- Rural BC Party

### **Voluntary political party deregistrations**

- People's Front
- Work Less Party of British Columbia

### **Involuntary political party deregistrations**

- Land Air Water Party

## Appendix C: Constituency association registrations and deregistrations

---

As of March 31, 2018, there were 88 constituency associations registered in B.C.

The following constituency association registrations and deregistrations occurred between April 1, 2017 and March 31, 2018.

### **Constituency association registrations**

- BC NDP
  - Delta South Constituency Association BC NDP
  - Langley Constituency Association BC NDP
  - Nechako Lakes Constituency Association BC NDP
  - North Vancouver-Seymour Constituency Association BC NDP

### **Voluntary constituency association deregistrations**

- BC NDP
  - Abbotsford-Mission Constituency Association BC NDP
  - Abbotsford South Constituency Association BC NDP
  - Abbotsford West Constituency Association BC NDP
  - Chilliwack Constituency Association BC NDP
  - Chilliwack-Hope Constituency Association BC NDP
  - Coquitlam-Burke Mountain Constituency Association BC NDP
  - Delta North Constituency Association BC NDP
  - Delta South Constituency Association BC NDP
  - Kootenay West Constituency Association BC NDP
  - Maple Ridge-Mission Constituency Association BC NDP
  - Nechako Lakes Constituency Association BC NDP
  - North Vancouver-Seymour Constituency Association BC NDP
  - Peace River North Constituency Association BC NDP
  - Skeena Constituency Association BC NDP
  - Vancouver-Kingsway Constituency Association BC NDP
  - Vancouver-West End Constituency Association BC NDP
- British Columbia Conservative Party
  - New Westminster Constituency Association British Columbia Conservative Party
  - Vancouver-West End 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* establishes the authority of the Chief Electoral Officer to make specific or general Orders under certain circumstances. Between April 1, 2017, and March 31, 2018, 51 Orders were made by the Chief Electoral Officer. The Orders are summarized below:

### **ORD001-2017**

#### **April 13, 2017**

Due to extraordinary circumstances, the 2016 annual financial report of a registered political party was received by Elections BC after the filing deadline of March 31, 2017. The financial agent was granted an extension to April 10, 2017.

### **ORD002-2017**

#### **April 11, 2017**

Election officials at the Oak Bay-Gordon Head district electoral office erred in providing a voter with a list of candidates for the incorrect district and the voter voted for a candidate from the incorrect district. When this error was discovered, the voter was invited to correctly vote based on the list of candidates for the correct electoral district. The certification envelope containing the ballot for the incorrect electoral district remained unopened at final count.

### **ORD003-2017**

#### **April 18, 2017**

The candidate nomination documents for nominees in the Burnaby-Lougheed and Columbia River-Revelstoke electoral districts were incorrectly accepted as complete, prior to the deadline, even though they did not include a signed statement of service address as required by s. 54(3)(i) of the *Election Act*. This error was discovered during review after the submission deadline. The nomination documents for the candidates were accepted as if they were received with the signed statement of service address before the submission deadline.

### **ORD004-2017**

#### **April 19, 2017**

The candidate nomination documents for a nominee in the Nechako Lakes electoral district were incorrectly accepted as complete, prior to the deadline, even though they did not include an appointment of auditor as required by s. 54(3) (f) of the *Election Act*. This error was discovered during review after the submission deadline. The nomination documents for the candidate were accepted as if they were received with the appointment of auditor before the submission deadline.

---

**ORD005-2017****April 22, 2017**

Three voters voted at a special voting – telephone voting opportunity for voters with disabilities in Victoria-Beacon Hill. Due to a technical error, the voters were provided lists of candidates for incorrect electoral districts instead of their electoral districts of residence. Each voter voted for candidates in the wrong electoral district. When this error was discovered, the voters were invited to correctly vote for their electoral district of residence. The certification envelopes containing the ballots for the incorrect electoral district remained unopened at final count.

**ORD006-2017****April 22, 2017**

Election officials at the Vancouver-Fraserview district electoral office erred in providing a voter with a list of candidates for the incorrect electoral district and the voter voted for a candidate from the incorrect electoral district. When this error was discovered, the voter was invited to correctly vote based on the list of candidates for the correct electoral district. The certification envelope containing the ballot for the incorrect electoral district remained unopened at final count.

**ORD007-2017****April 24, 2017**

A voter applied for and received a voting package under s. 106 of the *Election Act* in Victoria-Beacon Hill. The voter is physically disabled and was unable to mark the ballot, sign the certification envelope, and assemble the voting package independently. The voter's wife was permitted to mark the ballot and sign the certification envelope on behalf of her husband. She had to affirm that she would preserve the secrecy of the ballot, mark the ballot in accordance with her husband's wishes, and refrain from influencing how he voted. The certification envelope was considered for final count as if it had been completed in accordance with s. 106.

**ORD008-2017****April 29, 2017**

Election officials at advance voting opportunities in Columbia River-Revelstoke, Penticton, and Vancouver-Hastings did not notice that two write-in ballots were stuck together and issued both ballots to each of the voters. During preparations for final count, the secrecy envelopes were opened and examined by the District Electoral Officer. If both write-in ballots were marked, they remained uncounted at final count. If only one write-in ballot was marked, the unmarked ballot was set aside and not considered at final count, while the marked ballot was considered at final count.

**ORD009-2017****April 29, 2017**

Election officials administering advance absentee voting at advance voting opportunities in Abbotsford-Mission, Burnaby-Edmonds, Langley, Richmond South Centre, Skeena, Surrey-White Rock, Vancouver-Kensington, and Vancouver-Quilchena erred in putting voters' marked ballots directly into the ballot box instead of into secrecy and certifications envelopes. These ballots were the only write-in ballots placed into the respective ballot boxes. Empty secrecy and certification envelopes were stapled together and placed into the respective ballot boxes. At initial count, the marked ballots were identified, inserted into the voters' secrecy and certification envelopes and were considered at final count.

**ORD010-2017****April 30, 2017**

Two voters were incorrectly advised at advance voting opportunities in North Vancouver-Seymour and Nelson-Creston to vote under the absentee provisions of s. 101 of the *Election Act*. The voters resided within these electoral districts so they should have voted under s. 97. In error, the voters were provided lists of candidates for their electoral districts and write-in ballots, which were placed into secrecy and certification envelopes before going into the ballot boxes. The certification envelopes were accepted for consideration at initial and final count as if they had been administered correctly at a valid s. 101 advance absentee voting opportunity.

**ORD011-2017****May 7, 2017**

A voter was incorrectly advised at an advance voting opportunity in Nanaimo to vote under the absentee provisions of s. 101 of the *Election Act*. The voter resided within the electoral district so should have voted under s. 97. In error, the voter was provided an incorrect candidate list and a write-in ballot, and, as a result, voted for a candidate in the wrong electoral district. When the error was discovered, the voter was invited to vote again, correctly, at the office of the District Electoral Officer. The envelope cast in the district electoral office was considered for final count, while the first certification envelope remained unopened.

**ORD012-2017****May 8, 2017**

Election officials at site-based voting areas and mobile voting locations in several electoral districts erred when administering voting to some non-resident, in-district voters. The marked ordinary ballots of these non-resident voters went directly into the respective ballot boxes instead of in secrecy and certification envelopes. The general voting book records of these voters were struck through to prevent them voting at general voting, and the ballots cast by these voters were then considered at initial count.

---

**ORD013-2017****May 2, 2017**

Election officials at an advance voting opportunity in Stikine completed a voter's certification envelope incorrectly, and then put the certification envelope into the ballot box without having first recorded the required voter information on the envelope. Rather this was recorded on an advance voting certificate. At initial count, election officials recorded the required information on the voter's certification envelope and the envelope was considered at final count.

**ORD014-2017****May 8, 2017**

The election officials at some advance voting stations erred in not having all voters sign the requisite voting documents or voting books. Missing signatures included those in advance and absentee voting books, on advance voting certificates, and on certification envelopes cast under s. 101 of the *Election Act*. The ballots and certification envelopes were considered to have been administered correctly.

**ORD015-2017****May 2, 2017**

Election officials at an advance voting place opportunity in Surrey-Cloverdale erred in completing documentation for s. 97 voting instead of s. 101 voting. The voter's write-in ballot was placed directly into the ballot box without first going into secrecy and certification envelopes. Upon receipt of this Order, the district electoral officer correctly prepared a certification and secrecy envelope for the voter, and placed them in the voting document envelope for the voting book for that opportunity. On opening the ballot box at initial count, the voter's write-in ballot was placed into the secrecy and certification envelopes, and the certification envelope was considered at final count.

**ORD016-2017****May 7, 2017**

Election officials at advance voting opportunities in Abbotsford West and Kelowna West erred in putting voters' marked write-in ballots directly into the ballot box instead of in secrecy and certification envelopes. These ballots were the only write-in ballots placed into the respective ballot boxes. The election officials immediately noticed the errors, stapled the empty secrecy envelopes to the certification envelopes, and placed both envelopes into the respective ballot boxes. At initial count, the write-in ballots were inserted into the voters' secrecy and certification envelopes, and the certification envelopes were considered at final count.

---

**ORD017-2017****May 2, 2017**

Election officials attending a special voting opportunity in Burnaby-Edmonds erred in putting a voter's marked write-in ballot directly into the ballot box instead of in secrecy and certification envelopes. This ballot was the only write-in ballot placed into the ballot box. Election officials immediately noticed the error, secured the empty secrecy and certification envelopes, and placed them in the voting documents envelope at the back of the voting book. At initial count, the write-in ballot was inserted into the voter's secrecy and certification envelopes, and the certification envelope was considered at final count.

**ORD018-2017****May 2, 2017**

A voter requested a voting package under s. 106 of the *Election Act*. It was determined that due to clerical error, the request was not processed in a timely manner. As a result, the voter did not receive their voting package in sufficient time for them to complete and return the voting package by the close of general voting. The voter was permitted to return their voting package provided that it was time and date stamped by postal services prior to the close of voting on May 9, 2017 (8 p.m. Pacific Time), and that it was received on or before May 19, 2017, prior to the start of final count.

**ORD019-2017****May 7, 2017**

Election officials at advance voting opportunities in Burnaby-Deer Lake, Delta South, Maple Ridge-Pitt Meadows, Vancouver-False Creek, Vancouver-Mount Pleasant, and West Vancouver-Sea to Sky erred in not noticing that two write-in ballots were stuck together, and issued both ballots to each of the voters. During preparations for final count, the secrecy envelopes were opened and examined by the respective district electoral officers. If both write-in ballots were marked, they remained uncounted at final count. If only one write-in ballot was marked, the unmarked ballot was set aside and not considered at final count, while the marked ballot was considered at final count.

**ORD020-2017****May 3, 2017**

Election officials at an advance voting opportunity in Vancouver-Fraserview erred in putting voters' marked ballots into secrecy and certification envelopes instead of directly into the ballot box. The voters signed the necessary declaration, and voted with the correct ballot for s. 97 voting. The certification envelopes were considered at final count.

---

**ORD021-2017****May 7, 2017**

Election officials at an advance voting opportunity in Vancouver-Fraserview erred in placing a voter's write-in ballot directly into the ballot box rather than in secrecy and certification envelopes. This ballot was the only write-in ballot placed into that ballot box. The empty certification envelope bearing the voter's signature and the secrecy envelope were placed in the voting document envelope in the back of the voting book. At initial count, the voter's write-in ballot was placed in the secrecy and certification envelopes, and the certification envelope was considered at final count.

**ORD022-2017****May 7, 2017**

Election officials at the district electoral office in Surrey-Whalley erred in providing incorrect certification envelopes that did not include the required declaration to voters. The certification envelopes were considered at final count as if the correct envelopes had been used.

**ORD023-2017****May 9, 2017**

Elections officials at district electoral offices in Maple Ridge-Pitt Meadows, Vancouver-Fraserview, and Vancouver-West End erred in putting voters' marked write-in ballots directly into the ballot box instead of in secrecy and certification envelopes. These ballots were the only loose write-in ballots placed into the respective ballot boxes. The election officials immediately noticed their errors, and either secured the empty secrecy and certification envelopes and placed them in the voting documents envelope at the back of the voting book, or placed them directly into the ballot box. At initial count, the voters' marked write-in ballots were sealed in the secrecy and certification envelopes, and the certification envelopes were considered at final count.

**ORD024-2017****May 5, 2017**

Election officials administering advance absentee voting at advance voting opportunities in Kootenay West, Vancouver-West End, and West Vancouver-Sea to Sky erred in placing voters' write-in ballots directly into the ballot boxes instead of in secrecy and certification envelopes. The voters' write-in ballots were the only such ballots in each respective ballot box. When this error was discovered, the voters were invited to vote again correctly. At initial count, the loose write-in ballots were sealed in secrecy envelopes and set aside. The voters' correctly cast certification envelopes were considered at final count.



---

**ORD025-2017****May 9, 2017**

Election officials at site-based voting areas and mobile voting locations in Kootenay East, Langley East, and Penticton erred when administering voting to some non-resident, in-district voters. While certification envelopes were completed as required under s. 98 of the *Election Act*, the marked ordinary ballots of these voters went directly into the respective ballot boxes instead of in secrecy and certification envelopes. The general voting book records of these voters were struck through to prevent them voting at general voting, and the ballots cast by these voters were then considered at initial count.

**ORD026-2017****May 5, 2017**

Election officials at a special voting opportunity in Saanich South erred in putting a voter's marked write-in ballot directly into the ballot box instead of in secrecy and certification envelopes. The election officials stapled the empty secrecy envelope to the certification envelope, and placed both envelopes into the ballot box. The write-in ballot was the only such ballot in the ballot box. At initial count, the write-in ballot was inserted into the voter's secrecy and certification envelope, and the certification envelope was considered at final count.

**ORD027-2017****May 5, 2017**

Election officials at the district electoral office of West Vancouver-Sea to Sky erred in putting a voter's marked write-in ballot directly into the ballot box instead of in secrecy and certification envelopes. The election official immediately noticed the error, and permitted the voter to vote a second time following correct procedures. The write-in ballot was the only ballot in the ballot box not in a secrecy envelope. At initial count, the loose write-in ballot was sealed in a spare secrecy envelope and set aside. The voter's correctly cast certification envelope was considered at final count.

**ORD028-2017****May 7, 2017**

Several voters at advance and special voting opportunities in Port Moody-Coquitlam, Vancouver-Langara, and Vancouver-Point Grey were provided incorrect lists of candidates to use with their write-in ballots, and therefore voted for candidates in the wrong electoral districts. When this error was discovered, the voters were invited to vote again, correctly, for their electoral districts of residence. The second certification envelopes were considered at final count while the first certification envelopes remained unopened at final count.

---

**ORD029-2017****May 6, 2017**

Election officials at an advance voting opportunity in Abbotsford-Mission erred in placing a voter's counterfoil into the secrecy and certification envelopes instead of the voter's marked write-in ballot. When this error was discovered, the voter's ballot was sealed in a second secrecy envelope, marked with the voter's name, and placed into the ballot box. At initial count, the certification envelope was opened and the secrecy envelope containing the counterfoil taken out and set aside. The secrecy envelope containing the voter's ballot was inserted and sealed into the voter's certification envelope. The certification envelope was considered at final count.

**ORD030-2017****May 8, 2017**

A voter who attended an advance voting opportunity in Vancouver-False Creek left the voting place with their ballot. The voter returned the ballot to the district electoral officer eight days later and was permitted to vote. The ballot was placed in secrecy and certification envelope bearing the name and signed declaration of the voter. At initial count, the certification envelope containing the ballot was given to the responsible election official. Before opening the ballot box to count ballots, the certification and secrecy envelopes subject to the Order were opened and the voter's marked ballot was inserted into the ballot box and considered for initial count.

**ORD031-2017****May 8, 2017**

On May 5, 2017, the District Electoral Officer of North Coast was notified that the election officials that had been hired to administer general voting in the First Nation community of Klemtu, B.C. were unable to work the hours required by the *Election Act* due to a death in the community. Klemtu is a remote community that is only accessible by boat or float-plane. Due to the location of the community and the timing in the election period, the District Electoral Officer was unable to secure and deploy a replacement election official team. To provide the voters in Klemtu with an opportunity to vote, voting was held from 8 a.m. to 8 p.m. on May 6, 2017, as well as on May 9 from 9 a.m. to 11 a.m. The voting opportunities provided to the voters to whom this Order applies were considered as their general voting opportunity for the election. The votes cast were considered at initial count.

---

**ORD032-2017****May 8, 2017**

Election officials at special voting opportunities in Cariboo-Chilcotin and Langley erred in putting the voters' marked write-in ballots directly into the ballot boxes rather than in secrecy and certification envelopes. When the election officials noticed their errors, they placed the empty secrecy and certification envelopes in the voting documents envelopes at the back of the respective voting books. The write-in ballots were the only ballots in the ballot boxes not in secrecy envelopes. At initial count, the voters' marked write-in ballots were sealed in their secrecy and certification envelopes. These certification envelopes were considered at final count.

**ORD033-2017****May 9, 2017**

Election officials at voting opportunities in several electoral districts erred in not instructing all voters who voted under the provisions of s. 96 of the *Election Act* to sign the voting book as required by the Act. The ballots cast by these voters were considered cast as if the voters had signed the necessary declaration in the voting books.

**ORD034-2017****May 9, 2017**

Several voters attended general voting opportunities in Cariboo-Chilcotin, Kelowna West, Nelson-Creston, Skeena, and Vancouver-Kingsway to voter under the provisions of s. 99 of the *Election Act*. In error, the election officials placed the voters' marked ordinary ballots directly into the respective ballot boxes rather than in secrecy and certification envelopes. The ballots cast by these voters were considered at initial count.

**ORD035-2017****May 9, 2017**

Election officials at a general voting opportunity in Kelowna West did not notice that two ordinary ballots were stuck together, and issued both ballots to the voter. The two ballots were placed in the ballot box. The ballot box was immediately sealed and there were no other ballots in the box. At initial count, the two ballots were unfolded and examined by the election official responsible. If both ballots were marked, they were set aside. If one of them was unmarked, the unmarked ballot was set aside while the marked ballot was considered at initial count.

---

**ORD036-2017****May 9, 2017**

Several voters attended general voting opportunities in Burnaby-Deer Lake, Delta South, Fraser-Nicola, Shuswap, Surrey-Green Timbers, Surrey-Newton, and Vancouver-Point Grey to vote under the provisions of s. 99 and 100 of the *Election Act*. In error, the voters' marked ballots were put directly into the respective ballot boxes instead of into secrecy and certification envelopes. The election officials immediately noticed their errors, and either inserted the empty secrecy and certification envelopes into the ballot boxes, or stored them in the voting documents envelopes at the back of the voting books. The ballots were the only ballots in the respective ballot boxes not contained in certification envelopes. At initial count, the voters' marked ballots were sealed in their secrecy and certification envelopes, and the certification envelopes were considered at final count.

**ORD037-2017****May 9, 2017**

Election officials at an absentee voting opportunity in Vancouver-Fraserview erred in providing write-in ballots to some voters voting under s. 99 of the *Election Act*, rather than ordinary ballots as required by the Act. The write-in ballots were not rejected at final count on the basis that the incorrect ballot was used.

**ORD038-2017****May 9, 2017**

Several voters who attended general voting places in Langley and West Vancouver-Capilano to vote under the absentee provisions of the *Election Act* were provided incorrect ballots. When this error was discovered, the voters were invited to vote again correctly. The second certification envelopes were considered at final count while the first certification envelopes were not opened at final count.

**ORD039-2017****May 9, 2017**

Election officials at general and absentee voting opportunities in Cariboo-Chilcotin, Cariboo North, Fraser-Nicola, and Richmond-Steveston erred by issuing a number of voters write-in ballots when they should have been issued ordinary ballots. The write-in ballots cast by the voters who voted under s. 99 of the *Election Act* were not rejected at final count, and the write-in ballots cast by the voters who voted under s. 96 of the Act were not rejected at initial count on the basis that the incorrect ballot was used.

---

**ORD040-2017****May 9, 2017**

Election officials at an absentee voting opportunity in Vancouver-Kingsway erred in putting a voter's marked ballot into a ballot box, without first being sealed in secrecy and certification envelopes. The marked ballot still had the counterfoil attached. The election officials immediately noticed their errors and inserted the empty secrecy and certification envelopes into the voting documents envelope at the back of the absentee voting book. At initial count, the counterfoil was removed and set aside, and the ballot was sealed in secrecy and certification envelopes. The certification envelope was considered at final count.

**ORD041-2017****May 9, 2017**

At initial count, election officials at a voting place in Nanaimo-North Cowichan erred in opening 77 certification envelopes that had been cast under s. 99 of the *Election Act*. The election officials were not able to balance their ballot account and were checking to determine whether each of the certification envelopes contained a secrecy envelope. No secrecy envelopes were removed from the certification envelopes in this process. All opened certification envelopes were resealed and considered for final count as if they had been administered correctly.

**ORD042-2017****May 9, 2017**

Two voters attended district electoral offices in Langley and West Vancouver-Sea to Sky to vote. Due to election official error, the voters' ballots were cast incorrectly. In Langley, the voter's ballot was placed into an unmarked certification envelope instead of the voter's signed certification envelope. In West Vancouver-Sea to Sky, the voter did not sign their certification envelope containing their ballot, and was directed to sign a second, empty, secrecy envelope. At initial count, the unmarked certification envelope containing the ballot cast in Langley was opened, and the secrecy envelope containing the ballot was resealed into the second certification envelope signed by the voter. The two certification envelopes placed into the ballot box in West Vancouver-Sea to Sky were stapled together and considered as one single, correctly cast, certification envelope. The certification envelopes were considered at initial and final counts as if they had been administered correctly. The unmarked certification envelope was set aside.

---

**ORD043-2017****May 9, 2017**

Election officials at absentee voting opportunities in Cowichan Valley and Burnaby-Deer Lake erred by mixing up voters' certification and secrecy envelopes, resulting in voters' ballots being placed into the incorrect certification envelopes. At initial count, these voter's certification envelopes were opened and the secrecy envelopes inserted into the correct certification envelopes. The corrected certification envelopes were considered at initial and final count.

**ORD044-2017****May 9, 2017**

Election officials at a special voting opportunity in Nanaimo erred in not recording voter information and not providing certification envelopes to voters. It was impossible to associate ballots with certification envelopes to ensure the correct ballots would be considered at final count. All ballots to which this Order applies were set aside and not considered at initial count or final count.

**ORD045-2017****May 9, 2017**

At initial count, election officials at a voting place in Vancouver-Fraserview erred in opening some certification envelopes that had been cast under s. 101 and counted the write-in ballots contained therein along with the ordinary ballots administered at that station. Following the count it was impossible to associate all write-in ballots with the voters who had cast them, to ensure the correct ballots would be considered at final count. All ballots and certification envelopes to which this Order applies were set aside and not considered at initial count or final count.

**ORD046-2017****May 9, 2017**

Election officials administering site-based voting area and special voting in Maple Ridge-Pitt Meadows erred in placing marked ordinary ballots in secrecy and certification envelopes instead of directly into the ballot box. The election officials compounded their error at initial count by opening the certification envelopes and counting the ballots along with the other s. 96 ballots in the ballot box. An additional resident, in error, was provided a write-in ballot instead of an ordinary ballot to cast their vote, which was placed directly into the ballot box. All voters were resident in Maple Ridge-Pitt Meadows, only voted once, and voted for the correct candidates. The ballots cast by these voters were accepted at initial count as if they were administered correctly.

---

**ORD047-2017****May 9, 2017**

An absentee voting station at a general voting location in Vancouver-Quilchena was not provided sufficient write-in ballots to meet the requirements of the voters who attended to vote under the provisions of s. 100 of the *Election Act*. Some voters were provided ordinary ballots and they were allowed to write the name of their candidate or registered political party of choice on the back of the ordinary ballot for the purposes of voting under s. 100 of the *Election Act*. At final count, these ballots were considered as if they were the ballots officially supplied for the election.

**ORD048-2017****May 9, 2017**

Election officials at special voting opportunities in Burnaby-Deer Lake and Vancouver-Point Grey erred in not noticing that two ballots were stuck together, and issued both ballots to two voters. During preparations for final count, the secrecy envelopes were opened and examined by the respective district electoral officers. If both ballots were marked, they remained uncounted at final count. If only one ballot was marked, the unmarked ballot was set aside and not considered at final count, while the marked ballot was considered at final count.

**ORD049-2017****May 9, 2017**

Election officials at an advance voting opportunity in Cariboo-Chilcotin erred in providing a write-in ballot to a voter, which was placed in secrecy and certification envelopes instead of providing an ordinary ballot, which should have gone directly into the ballot box. At initial count, the voter's certification and secrecy envelopes were opened and the ballot was accepted for initial count. The ballot was not rejected on the basis that the incorrect ballot was used.

**ORD050-2017****June 30, 2017**

Due to extraordinary circumstances, a candidate's financial agent was unable to file a financing report for the 2017 Provincial General Election by the deadline of August 8, 2017. The candidate's financial agent was granted an extension to October 6, 2017 to file the report.

**ORD051-2017****August 9, 2017**

Due to extraordinary circumstances, eight candidates' financial agents were unable to file financing reports for the 2017 Provincial General Election by the deadline of August 8, 2017. The candidates' financial agents were granted extensions to file the reports.

## 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 Visitor's Program (presentations)
- Canadian Society for Election Official Training courses (presentations)
- BC Political Economy Class at UVic (presentation)
- Inclusion BC Executive Directors' Meeting (presentation)
- Parliamentary Education Office's Education Steering Committee Meeting (presentation)
- Political Studies Class at SFU (presentation)
- Union of BC Municipalities (UBCM) 2017 Conference in Richmond - Preparing for the 2018 General Local Elections (presentation)
- Council on Government Ethics Laws (panelists and attendees)
- UBCM Electoral Area Directors Forum (presentation)
- Local Government Leadership Academy (LGLA) Forum (presentation)
- CAO (Chief Administrative Officer) and Chairs 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 2016/17 and Service Plan 2017/18-2019/20*

*May 9, 2017 Provincial General Election – Report of the Chief Electoral Officer*

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

*Discussion Paper: Disclosure of Political Contributions*

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

Between April 1, 2017 and March 31, 2018, Elections BC completed the administration of the campaign financing provisions of the *Local Elections Campaign Financing Act* for 30 by-elections and 11 non-election assent votes. All but two 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
Radium Hot Springs	January 14, 2017	April 18, 2017	3	0	0	0
Cariboo-Chilcotin School District (SD27)	January 21, 2017	April 21, 2017	2	0	0	0
Nisga'a School District (SD92)	January 21, 2017	April 21, 2017	2	0	0	0
Mackenzie	January 28, 2017	April 28, 2017	5	0	0	0
Warfield	February 25, 2017	May 26, 2017	6	0	0	0
McBride	March 4, 2017	June 2, 2017	9	0	0	0
Wells	March 4, 2017	June 2, 2017	3	0	0	0
Cariboo-Chilcotin School District (SD27)	March 25, 2017	June 23, 2017	2	0	0	0
Port Clements	March 25, 2017	June 23, 2017	4	0	0	0
Gold Trail School District (SD74)	April 22, 2017	July 21, 2017	1	0	0	0
Revelstoke School District (SD19)	April 29, 2017	July 28, 2017	1	0	0	0
Creston	June 10, 2017	September 8, 2017	5	0	0	0
Lake Country	June 24, 2017	September 22, 2017	4	0	0	0
Nanaimo	July 8, 2017	October 6, 2017	13	0	0	0
Central Coast Regional District	August 19, 2017	November 17, 2017	0	0	0	0
Fort St. John	September 9, 2017	December 8, 2017	7	0	0	0
Wells	September 16, 2017	December 15, 2017	1	0	0	0
Saanich	September 23, 2017	December 22, 2017	10	0	0	0
Cowichan Valley Regional District	September 30, 2017	December 29, 2017	3	0	1	0

---

Port Moody	September 30, 2017	December 29, 2017	8	0	2	0
Kamloops	September 30, 2017	December 29, 2017	28	0	3	0
Vancouver	October 14, 2017	January 12, 2018	9	5	9	0
Vancouver School District (SD39)	October 14, 2017	January 12, 2018	19	6	9	0
Cranbrook	October 21, 2017	January 19, 2018	8	0	1	0
Lions Bay	October 21, 2017	January 19, 2018	3	0	0	0
Whistler	October 28, 2017	January 26, 2018	7	0	0	0
Kaslo	November 4, 2017	February 2, 2018	6	0	0	0
Queen Charlotte	November 18, 2017	February 16, 2018	2	0	0	0
View Royal	November 18, 2017	February 16, 2018	6	0	0	0
Oliver	December 2, 2017	March 2, 2018	9	0	0	1

\* 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
2017 Metchosin Boundary Adjustment Non-election Assent Voting	January 28, 2017	April 28, 2017	1	0
2017 Nanaimo Event Centre Non-election Assent Voting	March 11, 2017	June 9, 2017	3	1
2017 Balfour Water Service Non-election Assent Voting	June 17, 2017	September 15, 2017	0	0
2017 Peace River Electoral Area B Potable Water Service Non-election Assent Voting	June 24, 2017	September 22, 2017	0	0
2017 Bowen Island Fire Hall and Emergency Operations Centre Non-election Assent Voting	August 19, 2017	November 17, 2017	0	0
2017 Salt Spring Island Incorporation Non-election Assent Voting	September 9, 2017	December 8, 2017	9	0
2017 Peace River Electoral Area D Tate Creek Community Centre Non-election Assent Voting	September 9, 2017	December 8, 2017	1	0
2017 Valemount Curling Club Service Non-election Assent Voting	September 30, 2017	December 29, 2017	1	0
2017 Prince George Four Seasons Leisure Pool and Fire Hall #1 Replacement Non-election Assent Voting	October 28, 2017	January 26, 2018	2	0
2017 Windermere Water Upgrade and East Side Lake Windermere Water System Service Non-election Assent Voting	October 28, 2017	January 26, 2018	0	0
2017 Creston Fire Hall Non-election Assent Voting	December 9, 2017	March 9, 2018	2	0

## Appendix H: Minutes of the Election Advisory Committee meeting

---

Monday, October 16, 2017, 9:30 a.m. – noon  
The Fairmont Waterfront, 900 Canada Place Way, Vancouver, British Columbia

PRESENT:

Committee Members (alphabetically by political party name)

Raj Sihota, BC NDP

Jordan Reid, BC NDP

Emile Scheffel, British Columbia Liberal Party

Sharon White, British Columbia Liberal Party

Chris Pettingill, Green Party Political Association of British Columbia

Rita Fromholt, 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 9:32 a.m.

### 1. Welcome and Introductions

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

### 2. 2017 Provincial General Election Overview

Anton Boegman provided an overview of the 2017 Provincial General Election and Enumeration. His presentation materials are attached below for reference:



- Do you have statistics regarding the districts that had the highest registration rates?
  - Compilation of this information is underway, and is expected before the end of the year.
- What was the enumeration approach? Who was hired to conduct this work?
  - The enumeration approach is described in the presentation above. Enumerators were hired through a merit based process, typically from each district's representative demographic groups.
- The number of individuals reached through targeted enumeration seems low, especially for First Nation voters.

- 
- Elections BC strategic outreach program was multi-faceted and included the enumeration activities described here, a comprehensive communications strategy, a “bottom-up” outreach program delivered in the field by DEOs and a top-down program delivered through our headquarters outreach team.

All 203 First Nation communities in B.C. were either visited by a DEO to conduct outreach, visited by an enumeration team, or received a package of information from Elections BC. We then followed-up with information delivered to each community via fax (a model also used by Elections Canada).

- Ultimately, the list is of different quality for different kinds of voters and it is not a problem that is easily solved. We know that if we get an individual to register they are more likely to participate. Despite its difficulty, we will continue to work to engage groups that face barriers to participation.
- Do your slides represent the total change in registration between Feb 14, 2017 (start of enumeration) and close of voting (May 9, 2017)? Was this more successful than in 2013?
  - Yes, the figures within the presentation represent all of the changes to the voters list during that period. The figures show that the 2017 enumeration was more successful than the enumeration conducted in 2013, i.e., in 2017, after all confirmations, removals, updates and additions were reflected in the list, there was a net increase of 697 voters. In 2013, after a similar effort, there was a net decrease of 30,000 voters.
- What are your plans for online services related to nominations? The political parties provide a lot of centralized support to candidates during the nomination process and are an important stakeholder. Also, parties may not want candidates doing this work on an individual basis.
  - Online nomination support is only a concept at this point, and Elections BC acknowledges the important role of the parties in the nomination process. The goal is more efficiency, and accuracy.
- Can you provide some context regarding voting locations and how they are selected?
  - District Electoral Officers determine voting locations based on the population, availability of the location, and the size of the venues. The key driver is equitable accessibility for voters. Elections BC works to continually improve these services by assessing where there may have been issues and responding with alternatives. Elections BC would also like to look at moving forward with social media tools that can help voters minimize wait-times by offering more information about waits at specific voting locations (crowd sourced information).

---

### 3. Electoral Finance Update

Nola Western shared the following information with meeting attendees:

#### **A. Local Election Campaign Financing Act (LECFA)**

The *Local Elections Campaign Financing Act* or LECFA is not directly related to provincial political parties, but something that is a significant part of Elections BC work.

LECFA gives the responsibility of administering and enforcing campaign finance and advertising provisions for local elections to the CEO. It was first in effect for the 2014 General Local Elections.

Since those general elections, there have been 71 by-elections and 37 non-election assent voting events (often called referendums) across B.C., and EBC staff have managed the campaign financing and election advertising aspects of each of those 108 events.

The next General Local Elections will take place on October 20, 2018 and those elections will be the first local elections in BC to have spending limits. The spending limits will vary by jurisdiction and office sought. They will be calculated by the Ministries of Municipal Affairs and Housing and Education and provided to Elections BC. Once we receive them, there will be a local elections expense limit look-up tool on the Elections BC website.

#### **B. Redistribution of Electoral Districts**

The electoral districts were redistributed in 2015 but the new districts didn't come into force until the Writs were issued for the May 2017 General Election.

All constituency associations registered under old electoral districts either voluntarily deregistered before Writ Day, April 11, 2017 or were automatically deregistered on that day. One-hundred voluntarily deregistered and only 19 waited until Writ Day.

Currently there are 88 new constituency associations registered under the new boundaries.

#### **C. Supreme Court of Canada Decision**

In January this year the Supreme Court of Canada issued its decision in a case that has been working its way through the courts for several years.

The B.C. Freedom of Information and Privacy Association had challenged the requirement for all third party election advertising sponsors to register, regardless of the value of their election advertising. They argued that the registration requirement for sponsors of election advertising who spend less than \$500

---

infringes section 2(b) of the *Canadian Charter of Rights and Freedoms* that guarantees the right of expression.

The Supreme Court did find that the requirement for sponsors to register is constitutional. However, it also found that some individuals who make their own election advertising materials on a small scale, such as handmade brochures and signs, are not actually sponsors and so do not have to register under the *Election Act*.

Elections BC was left to operationalize the Court's decision and concluded that the ability to conduct election advertising without actually "sponsoring" it applied to individuals only, not organizations and that those individuals must:

- use their own supplies and equipment to make the advertising – such as their own paper and printer
- make the advertising themselves and not work with anyone else
- make 25 or fewer signs or pamphlets, and
- hand-deliver pamphlets directly to other individuals

The court referred to there being no question of who is responsible for the advertising when an individual distributes handmade flyers.

During the general election, Elections BC did not become aware of individuals conducting such handmade election advertising without being registered.

#### **D. 2017 Provincial General Election**

Three-hundred and seventy-one candidates, 18 political parties that ran candidates, 87 constituency associations and 294 registered advertising sponsors participated in the 2017 Provincial General Election.

The deadline for filing the election financing and advertising disclosure reports was August 8, 2017. Nine candidates were granted extensions to that filing date because of a variety of extraordinary circumstances, including three due to the wildfires in the interior.

Five candidates filed their reports late and paid a \$500 late filing fee. In the end, only one candidate failed to file. Otherwise, all of the parties and constituency associations filed their election financing reports by the deadline.

We are now in the process of reviewing those reports.

#### **E. Bill 3**

Bill 3 – the *Election Amendment Act*, was introduced on September 18, and will now go through the Committee stage.



---

The highlights of the Bill that directly affect political parties and their candidates and leadership contestants are:

**Annual allowance** – for political parties that received at least 2% of valid votes in B.C. or 5% of valid votes in those EDs in which the party ran candidates in the May 2017 GE.

For 2018 the allowance would be \$2.50 for each vote the party received in the 2017 GE. The annual amount decreases over time and is scheduled to end in 2022.

There are only three parties that would qualify for this allowance – the same three that are on the Election Advisory Committee.

#### **F. Reimbursement of Eligible Election Expenses**

The Bill also provides for public funding of eligible political parties and candidates in the form of a partial reimbursement of their election expenses.

This is quite a common practice in the rest of Canada. In fact, along with the three territories, Alberta and BC are the only provinces that do not reimburse candidates who receive a minimum percentage of votes for eligible election expenses.

For candidates, Bill 3 calls for reimbursement of 50% of reimbursable expenses up to 50% of the candidates expenses limit if a candidate receives at least 10% of valid votes in their ED. For parties, the reimbursement is also 50% of eligible expenses up to 50% of the limit and the party must have received at least 10% of valid votes province-wide.

Again, based on the May 2017 election results, the only three parties that would qualify are the three on the EAC, and about 240 candidates would qualify.

#### **G. Contribution Source Restrictions & Limits**

There have been some source restrictions on political contributions in BC for some time, such as the prohibition on contributions from charitable organizations or federal political parties; the new Bill expands those prohibitions.

If passed, the Bill would ban contributions from any organization and only allow Canadian citizens or permanent residents who normally live in B.C. to make political contributions. Such eligible individuals would be limited to giving a maximum of \$1,200 a year to a party, its candidates, nomination contestants and constituency associations. They could also give \$1,200 to each leadership contestant and to independent candidates.

There are two types of political contributions that will not be subject to the \$1,200 limit:

- Fees paid to attend a party leadership convention if they are \$350 or less, and
- Other party convention fees of \$350 or less in a single calendar year.

The \$1,200 will be adjusted for changes to CPI for 2019 and beyond.

Remember that since organizations will be prohibited from making political contributions, they cannot allow their employees to do any work for a political party or candidate during working hours.

#### **H. Ban on Loans**

The Bill bans loans except from a savings institution (bank, trust company, credit union) and since they are organizations, banks will not be allowed to forgive any loans or charge less than the prime interest rate, because to do so would be to make a political contribution.

Existing loans from individuals or organizations other than savings institutions will have to be fully paid off within one year of the Bill receiving Royal Assent. (The CEO can make exceptions under certain circumstances.)

#### **I. Specified Fundraising Functions**

Related to political contributions are the potential new rules for “specified” fundraising functions – those attended by a member of Cabinet, a parliamentary secretary or a leader of a major political party (major being those parties with seats on the Election Advisory Committee).

If a major political party holds such a fundraising function, they will have to file a report with EBC at least 7 days before the fundraising function. That report must include the names of the cabinet ministers, etc. who will attend, the ticket price, date and time and name and address of the place where the function will be held.

Elections BC will then post that report on our website.

A second report with details of each specified fundraising function will also have to be filed with EBC within 60 days of the event and again posted on our website.

There will also be a ban on holding specified fundraising functions with a charge of more than \$100 in private residences.

#### **J. Lowered Spending Limits**

The Bill decreases the election expenses limits for political parties and candidates by about 25%.

---

The limit will be \$58,000 for candidates, down from \$77,675 for candidates last May. The party limit will be \$1.16 for each registered voter in B.C. for a general election and \$58,000 for a by-election.

That formula would have resulted in a spending limit of \$3.7 million for political parties in last May's GE compared to the \$4.9 million actual limit.

These limits will be adjusted for changes to CPI for 2018 and beyond.

### **K. Third Party Sponsors**

There are other provisions in the Bill that impact third party advertising sponsors, although they won't impact political parties directly because of course third parties must be independent of political parties and candidates.

Some of the changes for third parties are:

- a ban on sponsorship contributions from organizations
- a limit of \$1,200 per year for individual sponsorship contributions
- a 60-day pre-campaign period for election advertising sponsors that sponsor **direct** election advertising – but there is no spending limit in the 60-day pre-campaign period, and
- new reporting requirements for sponsors who sponsor more than \$10,000 of election advertising in the 60 days before the campaign period or during the campaign period.

### **L. Transition**

The Bill is still before the Legislature but there are some commencement rules of which you should be aware.

The reporting requirements for specified fundraising functions will be retroactive for fundraising functions that were not publicly announced on or before September 18 (the date of first reading). So any fundraising function that meets the criteria for a specified fundraising function that was not publicly announced on or before September 18 must be reported to Elections BC no later than 7 days before the function in accordance with s. 6 of the Bill.

For political contributions, the transition sections establish that contributions from organizations will be banned once the Act comes into force upon Royal Assent. Parties can keep political contributions from organizations that they receive before then but they cannot use those political contributions to pay for election expenses incurred after Royal Assent. They can be used to pay off debts incurred in the May 2017 GE but not for future elections.

The \$1,200 limit for contributions from individuals does not come into effect until January 1, 2018 but you can only use up to \$1,200 of a contribution from an individual made before January 1, 2018 for paying future election expenses.

If you have already received \$3,000 from an eligible individual, or you receive \$3,000 before January 1, 2018, you can keep that \$3,000 but you can only use \$1,200 of it for future elections.

### **M. Wills**

The limit on political contributions through wills does not apply to wills made before January 1, 2018. So if someone has already written you into their will so that you receive more than \$1,200 through that will, that is permissible.

Bill 3 is still a Bill and not legislation. As it progresses through the Committee stage, there may be amendments and of course, the Bill may not be passed by the Legislative Assembly.

Elections BC is working to ensure that if and when the Bill receives Royal Assent we are ready to administer the new provisions. However, given that we cannot finalize things, including guides and forms, because of the chance of amendments, it is unlikely all of our materials will be complete by the time the Bill comes into force. As those materials are completed we will notify you.

### **Discussion Questions**

- One event per-person at \$350 - is that correct?
  - Yes and adjusted for CPI.
- If Bill 3 passes, will individuals still be allowed to provide in-kind contributions or contributions of time toward a campaign?
  - In-kind contributions are the same as political contributions of money and will be limited to a value of \$1,200.
  - The volunteer services rules do not change. If individuals provide services on their own time, they are not making a contribution, but they must not be paid for this work.
- Under Bill 3, what is the new candidate spending limit?
  - The limit will be \$58,000 and will be adjusted for changes to the CPI.
- If Bill 3 passes we can only use the funds received from organizations on operational expenses or past events. We cannot use this money for future events, right?
  - Correct, you will not be able to use political contributions from organizations for future election expenses. Elections BC will update the regulated forms in consultation with the EAC. Some political parties may wish to segregate bank accounts or develop a sub-ledger to ensure compliance.

---

#### 4. Post Event Evaluation and General Discussion

Keith moderated a discussion of the group and welcomed questions and observations.

##### Discussion Questions

- In relation to the RCMP investigation I have been looking at the financial transactions on the Elections BC website. I noticed that a number of transactions have dropped off. Is this a normal system error, or part of investigation? Is there a way to get a summary of what was removed and why, over a period of time?
  - The changes you are referring to occur when a contribution is returned by the party to the contributor, or when the contributor is changed as permitted under the *Election Act*. The *Election Act* does not require Elections BC to publish a summary of these changes, however you may wish to review forms labeled S-AX on FRPC, the political contributions database, or visit Elections BC's newsroom for more information.
- Can you please describe how Elections BC determines advance voting locations? Our sense was that some areas were well served and others less so. Are there guidelines for establishing advance voting locations? If not, can you please develop guidelines for DEOs to regularize this process?
  - We don't have a set of strict guidelines due to the variations in districts and populations. It is the responsibility of the District Electoral Officer (DEO) to best determine how they will serve the district on the basis that voters within a district should have access to at least one advance voting opportunity. Obviously, availability of potential voting locations and other factors can limit some choices. However, if you have input regarding specific districts, we can share that with DEOs for future events. We are also aware that the new variable hours for advance voting caused some confusion and we are working to make the messaging more effective.
- When will the final voter data from the 2017 Provincial General Election be available?
  - The scrubbed list of all voting day transactions will be available before the end of the year.
- It was very difficult to manage passwords to access advance voter turnout data, and it was inconvenient that the parties could not manage this data centrally (it was distributed via candidates). Can this be changed to allow parties to access advance voting data on behalf of their candidates?
  - This structure is a feature of new provisions of the *Election Act*, which allow participation data to be shared with political parties in the non-event period, but limits the sharing of participation information to candidates in the event period. A change in this format would require legislative change.

- 
- Not all parties have the same resources. We would like more guidance on keeping voter data properly secured.
    - Acknowledged
  - Is Elections BC facing any technological or social constraints in collecting voter information? Can you get information from Health and ICBC?
    - We have an information sharing relationship with ICBC, Vital Statistics, Elections Canada, and local governments per the *Election Act*. We do not receive voter information from the Ministry of Health or Citizenship Canada. In some cases there is room for innovation. What we really need is for individuals to tell us when their information changes.
  - Thank you for your quick response during the flooding in the interior.
    - Acknowledged.
  - We were challenged by some inconsistency related to the information we received from DEOs during the election, i.e. when and how candidate representatives were permitted to collect information from “bingo sheets” at voting places, and the arrangements for initial and final count.
    - When there is an issue, we encourage you to call Elections BC. We will work with you to correct the situation.
  - A new training model for DEOs was used in this election. Do you think that this model contributed to the inconsistency we described? Would more training help things run more uniformly across districts?
    - There are always opportunities for more training. This event saw significant changes to processes, new DEOs (40%) and the introduction of technology in the voting place. The new training model mixes online and in-person training in small groups to reinforce learning, and we feel that the model works well. There is always room for improvement – and training is a top priority of ours, as it directly affects voters.
  - Some of our campaign offices had to move or close after DEO offices were established nearby (signage must be a statutory distance from voting). Can we get information about where DEO offices will be opening, so we can avoid this?
    - Yes, we may be able to share this information on our website in advance of the offices opening. We also understand the realities of finding rental space in some communities. If/when these conflicts occur, we recommend that you speak with your DEO to find a reasonable solution (i.e. modifying signage, establishing a co-location agreement). As always, you can also call Elections BC with any concerns.
-

- 
- In some cases we had difficulty getting information from DEOs regarding how many boxes would be counted at specific times during initial and final count activities. We were told it was at the discretion of the DEO. Can you develop a communication standard so we can plan for the appropriate number of scrutineers?
    - Yes, that is something we can consider.
  - There seemed to be a lot of rejected absentee ballots. We heard that some didn't make it to their home district, that some individuals were given the wrong list of candidates, and that some were given the wrong ballot (i.e. regular instead of write-in).
    - Election officials, and voters make mistakes, however, the rejection rate for absentee ballots was within the normal range. There was also some confusion on the part of the voter following the recent electoral district redistribution.
  - We would like an online payment option for nomination deposits.
    - Acknowledged
  - We would like phone numbers – people don't answer their doors.
    - Elections BC does not collect phone numbers (unless the individual chooses to provide it), and this information is not included in the information candidates and political parties receive from Elections BC as it is not a requirement of the *Election Act*.
  - The referendum will be conducted using vote-by-mail. Does this preclude other options like online voting?
    - This will depend on the details contained in the Regulations. There is no online voting option in British Columbia. You may wish to review the 2014 Report of the Independent Panel on Internet Voting.
  - Have you done any research on best practices for the framing of the referendum question, how information about the choices is best communicated, or the appropriate threshold?
    - These are questions best left to policy-makers. Our responsibility is to deliver the referendum as prescribed in the legislation and Regulation. Sometimes we do work with colleagues in other jurisdictions to learn about best practices in service delivery and package design.

---

## 5. Legislative Change Update

Keith presented the a group with a summary of proposed legislative changes to the *Election Act* (Bill 3), the *Constitution Act* (Bill 5) and the *Electoral Reform Referendum 2018 Act* (Bill 6) and encouraged discussion regarding the implications of such changes. A summary of the proposed legislation can be accessed here:

<https://news.gov.bc.ca/releases/2017AG0028-001683>

<https://news.gov.bc.ca/releases/2017PREM0085-001593>

## 6. Closing Remarks

Keith Archer thanked members for their thoughtful comments and emphasized the anticipated follow-up with this group:

- If/when Bill 3 passes, consultation regarding new regulated electoral finance forms will take place (via email) by the end of the calendar year.
- A report to the Legislative Assembly on recommendations for legislative change is in progress. This is a usual practice following a provincial general election. A face-to-face meeting with the EAC will be scheduled in February or March to review the recommendations before the report is tabled in the House. EAC members are invited to provide additional recommendations to Elections BC ahead of that time.
- A “Vision for Future Modernization” report is also expected to be tabled in the spring, and may be linked to the report on recommendations for legislative change.

Keith thanked the group again for their time and adjourned the meeting at 11:51 a.m.

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](mailto: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](mailto:electionsbc@elections.bc.ca)

Website: [www.elections.bc.ca](http://www.elections.bc.ca)



# 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](mailto:electionsbc@elections.bc.ca)

**Website:** [elections.bc.ca](http://elections.bc.ca)





