

Annual Report of the Chief Electoral Officer 2016-2017



**Annual Report
of the Chief
Electoral Officer
2016-2017**

OUR VISION

Trusted by all Nova Scotians to excel in the delivery of fair and inclusive elections

OUR MISSION

To serve democracy by delivering provincial elections impartially and professionally.

OUR MANDATE

- Conduct provincial general elections, by-elections and liquor plebiscites,
- Ensure compliance with provincial electoral law including the political financing regime,
- Establish and maintain election-related information, including the Nova Scotia Register of Electors,
- Seek advice and conduct studies related to electoral processes, and,
- Conduct electoral education programs.

OUR VALUES

- Accountability
- Collaboration
- Inclusivity
- Trustworthiness, professionalism, respect, fairness and objectivity
- Transparency

OUR GOALS

- 1 To conduct quality, cost effective, accessible elections.
- 2 To create and provide quality electoral information.
- 3 To engage and educate stakeholders in all aspects of the electoral process.
- 4 To assist, seek and enforce compliance with the *Elections Act*.
- 5 To continuously develop individual and organizational effectiveness.

July 28, 2017

The Honourable Kevin Murphy
Speaker of Legislative Assembly
1st Floor, Province House
PO Box 1617
Halifax, NS
B3J 2Y3

Dear Mr. Speaker,

I have the honour to present the Annual Report of Elections Nova Scotia, in accordance with the *Elections Act*, c.5, for the period of April 1st, 2016 to March 31st, 2017.

I respectfully request that you forward this report to the members of the House of Assembly at the next sitting.

Respectfully submitted,



Richard Temporale
Chief Electoral Officer

Message of the Chief Electoral Officer

The fiscal year 2016-2017 was a busy year at Elections Nova Scotia preparing for the upcoming 40th provincial general election. In addition, Elections Nova Scotia aimed at improving electoral processes, voter access and ensuring *Elections Act* compliance.

A constant election readiness state is necessary without a fixed election date. Elections Nova Scotia targeted interim readiness dates in March and September to help ensure election sub-projects are complete when an election is called. Election processes and materials must be in place and returning officers selected, trained and available for activation with little notice. Elections Nova Scotia must have the structure and processes in place to grow from 18 head office staff to over 6,000 election workers in all parts of the province. An accurate permanent register of electors, electoral geography and electoral finance systems must be maintained even as improvements are taken.

During the 2016-2017 fiscal year, access improvements were implemented for many groups; youth and new voters, First Nations and Muslim communities, people with disabilities, and electors travelling within Nova Scotia and around the world. Planned early voting opportunities continue to expand. We've strived to make driving time to polls within a self-imposed standard of a 25-minute drive to an early voting poll and 15 minutes to polls on election day. Citizens will be provided with opportunities facilitating more inclusive and accessible choices as to when, where and how they can vote, while at the same time ensuring no candidate or political party has any advantage.

Elections Nova Scotia's strategic plan identifies five organizational goals and accompanying performance measures to help crystalize our priorities, the actions we need to take, and how we will know when we have achieved success. The plan balances the challenges, opportunities and risks of the day to ensure strategic success.

This annual report highlights key initiatives by goal for the fiscal period 2016-2017. The report offers insight into the breadth of work undertaken by Elections Nova Scotia to achieve a more modern, streamlined, cost-effective, and balanced electoral management system for all Nova Scotians.

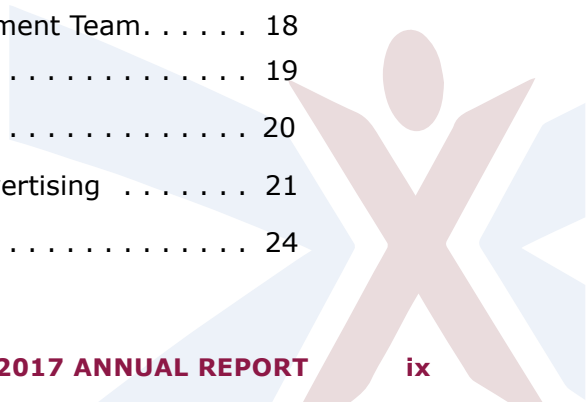
Due to the activity of the 40th provincial general election, this report is being published later than usual. Our staff remain dedicated to continuous improvement processes to help realize and sustain our vision of being trusted by all Nova Scotians to excel in the delivery of fair, inclusive and accessible elections.

RICHARD P. TEMPORALE
Chief Electoral Officer
July 2017



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OVERVIEW

Delivering on our Goals

The scope of the work done by our office is broad, as it covers all aspects of the electoral process. Projects include: hiring and training Returning Officers and their core office staff, working to secure accessible polling locations for electors with physical disabilities; and ensuring compliance with the *Elections Act*. Our efforts to offer electors a wide variety of early voting opportunities anywhere in the province throughout the writ period has set us ahead of most other provinces. The development of individual and organizational effectiveness is a continual process. This document reports on the activities undertaken at Elections Nova Scotia broken down by goal. It is our intention to commence the process to review, update and modernize our Strategic Plan in early 2018. At that time the vision, mission, mandate, values and goals will be assessed and modified as necessary.



GOAL 1 • CONDUCTING QUALITY, COST-EFFECTIVE, ACCESSIBLE ELECTIONS

This goal includes all activities to ensure every returning office, polling station, and staff member is equipped and ready to deliver and conduct fair and non-partisan elections. This includes developing and disseminating clear and concise materials in a timely way to all staff and political parties and candidates, and providing appropriate training.

GOAL 2 • QUALITY ELECTORAL INFORMATION

One of our key tasks is maintaining and updating election-related data, including the Nova Scotia Register of Electors, which is a list of eligible residents who are registered to vote.

Electors included on this list will be sent voter information by mail during the election telling them where and when they can vote.

GOAL 3 • ENGAGING AND EDUCATING STAKEHOLDERS

We are mandated to conduct voter education and information programs. We want to make sure that the electorate and other stakeholders have what they need to understand when, where, how they can vote and who can vote.

GOAL 4 • ELECTIONS ACT COMPLIANCE

We are also vigilant in our efforts to assist, seek and enforce compliance with the *Elections Act*, including the political financing regime.

We disseminate clear interpretations of the requisite parts of the *Act*, as well as assist various electoral stakeholders prepare their financial statements and returns as required.

Election Nova Scotia calculates and disperses funds to registered parties and candidates pursuant to the *Act*. Elections Nova Scotia works closely with the official agents of the registered parties and has provided training reference material.

GOAL 5 • CONTINUOUS INDIVIDUAL AND ORGANIZATIONAL EFFECTIVENESS

We are mindful of the need to develop individual and organizational effectiveness, and to that end some projects are specifically developed to help us achieve this.

GOAL 1

Conducting quality, cost-effective, accessible elections

Our primary goal is to conduct provincial elections; this means election preparedness is the focus of our day to day work. Nova Scotia does not have fixed provincial election dates requiring that we are in a constant state of preparedness to deliver a general election or by-election.



It is paramount that everyone involved in provincial general elections and by-elections processes have the materials and the support required to fulfill their responsibilities. The state of constant readiness ensures that day to day duties and the development and distribution of resources is carried out in a timely manner. Information produced for election workers details the “how” and the “process” of managing returning offices and conducting voting polls.

This work includes, but is not limited to:

- Updating and reviewing all election processes;
- Updating and reviewing polling division boundaries;
- Preparing cartographic products;
- Selecting returning office locations and early voting locations;
- Identifying accessible voting places;
- Completing contracts with suppliers using provincial procurement rules for RFPs whenever practicable;
- Training returning officers and their core staff;
- Preparing and packing materials so they are ready to be delivered at the start of an election;
- Develop communications material on where, when and how to vote and the importance of voting.

We strive to bring new technology into the electoral process to increase efficacy and improve services. Outcomes and operational processes are in constant review to improve overall organizational performance.

Fiscal 2016-2017 saw a myriad of projects underway that enhanced various procedures, processes, and products to ensure that we are at the ready to conduct quality, cost-effective, accessible elections when the writ is issued.

40th Provincial General Election Readiness

Generally, governments in Nova Scotia have served anywhere from 36 to 58 months before calling an election. As this report was being written, our readiness efforts were put into action for the 40th provincial general election. Election day was May 30th, in the 43rd month of the mandate of the government. When the election was called on April 30th, all election processes and materials were in place and ready to be implemented on short notice. Returning Officers and their core office staff were selected, trained and at the ready. Training was conducted through a mix of in-person sessions and online training modules.

Cost effectiveness of the 40th provincial general election will be measured by the targeted cost of \$10.9 million (the 2013 election cost was \$9.4 million). The 40th provincial general election budget anticipated changes in advance voting opportunities, continuous polls, returning office set up and recommended changes to the Tariff of Fees and Expenses.

The 40th Provincial General Election will be reported in full through three planned reports: *Volume I: Statement of Votes & Statistics*; *Volume II: Report on the Conduct of the May 30th, 2017 Provincial General Election and Recommendations for Legislative Change*; and *Volume III: Financial Information & Statistics*.

Halifax-Needham By-election

A by-election is an election held in a single electoral district to fill a vacancy in the House of Assembly. The resignation of the Honourable Maureen MacDonald as MLA for the Halifax Needham electoral district created a vacancy effective April 12th, 2016. A writ was issued July 30th, 2016 for a by-election held August 30th, 2016.

At the close of polls on election day, a total of 4,967 electors (32.0%) of the 15,372 of registered electors in Halifax Needham had voted. Nova Scotia New Democratic Party candidate Lisa Roberts had the most votes among four candidates and was declared elected with the return of the completed writ of election on Friday, September 9th, as reported in *Volume I: Statement of Votes and Statistics of the Report of the Chief Electoral Officer on the Proceedings of the Halifax Needham By-election*.

This by-election offered early voting at the returning office from the day the office opened August 4th through to the close of polls on election day August 30th every day except Sundays. Ballots with candidate's names were available August 11th, the day after candidate nominations closed. In previous elections a write-in-ballot was used until four days before election day.

In addition, for the first time since changes in the *Elections Act*, electors could vote over seven days of an eight-day period at advance polls, where previously only two days of advance polls were offered for elections.

Write-in ballots were redesigned to decrease spoiled ballots due to human error. The redesign saw names of all the registered political parties printed on the write-in ballot. This ballot was used exclusively until the close of nominations. After the close of nominations, electors were provided ballots with names of the candidates, and their party affiliation, when voting at a returning office or an advance poll.

Voter Information Card (VIC) content and distribution was modified. Up to eight VICs destined for the same address were mailed in a single envelope, improving information dissemination while cutting postage cost. The lessons learned from the VIC design and write-in ballot design improvements were planned to be incorporated during the 40th provincial general election.

Selfie stations were another pilot project conducted during the by-election. Posters with a life size image of well-known broadcaster Rick Mercer were set up outside of polling locations. Photography is banned inside polling locations so the selfie stations offered electors an opportunity to document the day and share their photo online. The perceived success of the pilot project led to plans to launch the selfie station concept in the 40th provincial general election.

Liquor Plebiscite in Municipality of the District of West Hants

A liquor plebiscite is a direct vote on a question by eligible electors in a defined voting area relating to the sale and consumption of liquor.

The plebiscite was conducted by Elections Nova Scotia on one question called for under the *Liquor Control Act*.

- Are you in favour of the sale of liquor in your municipality in accordance with the *Liquor Control Act*?

On February 7th, 2017, one plebiscite was conducted by Elections Nova Scotia in the Municipality of the District of West Hants as requested by the municipality. Of the 4,182 eligible electors, 297 came out to vote, representing 7% of eligible electors. The result of the plebiscite was 269 Yes votes and 28 No votes. The cost per vote cast in this

plebiscite was \$65.12. As a result of this plebiscite, all the areas within the Municipality of the District of West Hants are now “wet” under the *Liquor Control Act* but some areas still remain “dry” under the Alcohol and Gaming Authority. Under the *Liquor Control Act*, establishments in the “dry” areas may not sell liquor by the glass without a license from the Alcohol and Gaming Authority, but under the *Act* those same establishments may sell bottled liquor with a license issued by NSLC.

Fixed Election Date - Impact on Returning Office setup within 72 hours of a writ

In 2016, Elections Nova Scotia requested each Returning Officer investigate rentals for space and furniture for their respective districts in anticipation of the 40th provincial general election. Each officer was requested to identify three suitable locations for their office once the writ is issued. Without fixed election dates, finding and keeping suitable, accessible locations is challenging in many areas. As an example, in 2016, the first two choices for space for the Halifax Needham by-election returning office were not available when the writ was issued. As a result, the office space that was used was just outside of the district boundaries and was not opened until 5 days after the issuance of the writ.



Furniture rentals also pose a problem. Without a firm date for delivery, the provincial procurement process is not practical. Indicative pricing for furniture rentals was requested in each district and prices for the furnishings varies greatly. There is also a concern regarding the timing of delivery to each office, particularly if a supplier is selected for more than one district. In previous elections, suppliers have been able to meet the needs during a writ period, however, this is becoming increasingly difficult as the supply base is very limited in certain regions of the province. As a consequence, the costs charged for space and furniture rentals on short notice is very high in several districts.

NSCC Training Modules – Pilot Program

Elections Nova Scotia collaborated on a pilot program with the local NSCC campus to create training modules for temporary election staff. The project saw videos and training modules created for the positions of polling clerk, deputy returning officer (DRO) and poll supervisor. The modules walk the user through the rules, processes and best practices of working at a poll during early voting opportunities and on election day. Once the user has completed the module they will be prompted to take a small test. If a passing score is attained then the user's information is forwarded to their local Returning Officer. As well as a powerful training tool, these modules are expected to be useful for creating a database of individuals interested in working during an election. Modules for presiding officers and deputy presiding officers are currently under development. It is expected that these modules will become a part of the hiring process for all elections staff in future.

Access for People with Disabilities

In a pilot project launched this year, avenues were explored to increase accessibility to voting opportunities for people with disabilities. Without fixed election dates, polling locations must be identified and leased within a short period of time and consequently, locations which are wheelchair accessible are not always available.

In preparation for the 40th provincial general election, Returning Officers were required to review potential poll locations for access by wheelchair, using a checklist developed in collaboration with Nova Scotia League for Equal Opportunities (NS LEO). To increase the accessibility of poll locations, some buildings were flagged as eligible to receive a small amount of funding to assist the owner in completing necessary upgrades. These upgrades included the addition of ramps and railing in buildings where those upgrades would mean the space would be accessible to a larger number of electors. More on improvements to accessibility efforts for people with physical disabilities will be reported in *Volume II: Report on the Conduct of the May 30th, 2017 Provincial General Election and Recommendations for Legislative Change*.

GOAL 2

Quality Electoral Information

Much of the quality of an election, depends on the quality of the electoral information used and distributed.

Maintaining and establishing election related data, including the Nova Scotia Register of Electors is an important part of Elections Nova Scotia's mandate. It is crucial that we employ the latest initiatives to ensure information is free of erroneous data, accurate, complete and most importantly, secure.

Driving Distances to Early Voting and Election Polls

Ensuring everyone has reasonable access to voting while containing costs are major factors in determining locations of early voting opportunities and election day polls. Elections Nova Scotia has created two standard baselines for measuring reasonable access to polls. These standards are based on travel times for electors:

- Electors should be able to reach an early voting location within 25 minutes of driving. These early voting opportunities include 25 days of voting at any returning office, seven days of advance poll voting at any advance poll or voting at a community poll. These early voting opportunities are planned in central communities where most electors will travel to shop or do banking, etc.
- In areas outside the 25-minute range of an advance poll, two-day community polls will be considered.
- Electors should be able to reach their election day poll within 15 minutes of driving.

In planning for the 40th provincial general election, returning officers selected poll locations with these time travel baselines in mind, where possible. It is not always possible to secure the preferred locations, as facilities are not always available to be leased, especially given the short notice after the writs of election are issued. Analysis of the driving distances achieved will be included in the *Volume I: Statement of Votes Statistics* report following the 40th provincial general election.



Piloting Technology in Election Day Polls

Based on the directive of the Chief Electoral Officer in 2015-2016 a pilot project to use technology to register and strike off electors at election-day polls during the 40th provincial general election was planned to be implemented as early as fall 2017. As the 40th PGE was called before this date, this pilot project could not be initiated. Elections Ontario plans to introduce the use of the same technology in all its election day polls for the first time in Ontario's 42nd provincial general election scheduled for June 9th, 2018. The lessons learned from their experience should benefit Elections Nova Scotia's expected pilot project during the 41st provincial general election. Ideally, the use of



computer-based poll books for registration of electors will ensure the integrity of the process by reducing the incidence of human error and improve efficiency at the polls. If successful, the Chief Electoral Officer would recommend to the members of the Assembly, the use of such technology in all voting opportunities for the 42nd provincial general election.

Annual Disclosure Report of Contributions

This report provides details of each contributor to a registered party or electoral district association if the amount was \$200 or more. The report was published in June 2016 on the Elections Nova Scotia website electionsnovascotia.ca, in the Electoral Finance Annual Reports section.



GOAL 3

Engaging and Educating Stakeholders

Our mandate requires that we ensure Nova Scotians receive information describing how, when and where to vote during the provincial general election. Information is distributed to our internal and external stakeholders – eligible electors, candidates, election workers, parties, electoral district associations, third parties and members of the House of Assembly, using a variety of media (print, web, social networks and our internal portal). Engaging these groups in two-way communication is key to attaining strategic success.

Engaging and educating stakeholders encompasses a variety of projects at Elections Nova Scotia; for instance, developing a comprehensive and strategic communications plan to guide external communications when a general election is called, and developing and providing election-ready materials, including handbooks, brochures, videos and in-person training to party officials and candidate officials regarding important election messages.

During fiscal 2016-2017, there were several projects underway leading to the 40th provincial general election, as part of the election readiness process.

Materials and content are specifically created to engage with young Nova Scotians between the ages 16 to 18. Elections Nova Scotia's goal is to add them to the register of electors when they become eligible to vote and to ensure their first voting experience is easy and fast.

Elections Nova Scotia worked with CIVIX, a non-partisan group that organizes a parallel election for thousands of elementary and high school students in the province. The 40th provincial general election will be the ninth Student Vote youth engagement project conducted in Nova Scotia.

Other projects included development of a communications plan to inform registered parties, candidates, third parties and the public about electoral processes, and timely information in media releases and online via the website, Facebook and Twitter to assist the elector in finding out how, where and when they may vote.

A variety of communications materials and training sessions were delivered in advance of the 40th general election to registered parties, candidates and official agents.



Assembly of First Nations

Elections Nova Scotia has worked closely with the Regional Chief of the Assembly of First Nations to enhance elections services offered on Reserves during the 40th Provincial General Election. The initiative commenced with a joint letter to the Chiefs of the 13 bands in Nova Scotia signed by the Chief Electoral Officer and the Assembly of First Nations' Regional Chief Morley Googoo urging them to support this initiative. This in turn led to hiring of a Community Relations Officer (CRO) in each of the bands to work with ENS staff and their local Returning Officer to ensure the list of electors used on their Reserve was up to date and accurate and to identify suitable polling locations for the general election. Evidence of growing elector engagement among First Nations people during the 2015 federal election indicates this new initiative is well timed.

Muslim Election Worker Accommodation

One of Elections Nova Scotia's key values is inclusivity. A new policy reinforces our commitment to diversity in the workplace by accommodating the religious practices of Muslim election workers. In collaboration with the Muslim Association of Canada (MAC) and the local Muslim community, a policy was formed to enable flexibility in the timing of daily prayers without impacting the voting process at polls, as polls must by law remain open during all scheduled hours. The policy will ensure that members of the Muslim community achieve full rights to participate in the electoral process, including the opportunity to work as election officers.

Travellers Brochure (Canadian Snowbird Association)

It is always appreciated when we get feedback from eligible Nova Scotian electors, as it helps us improve processes and prepare materials for the next election. The Canadian Snowbird Association reached out to Elections Nova Scotia in search of a document they could use within their organization to answer questions Nova Scotia residents may have about voting while travelling outside the province or country.

Based on the Canadian Snowbird Association's feedback a brochure for travellers was created and distributed during the 40th Provincial General Election. The brochure explains who is eligible to vote in the election, how to vote if you are travelling within or outside Nova Scotia and how to complete a write-in ballot application along with important deadlines to keep in mind.

GOAL 4

Elections Act Compliance

Monitoring compliance with the *Elections Act* is an important function of Elections Nova Scotia. This involves measures to educate and inform the public and registered parties, candidates and third parties, and to investigate potential breaches of the Act.

Elections Nova Scotia provides training to candidates, parties, electoral district associations and third parties to equip these stakeholders to conduct themselves in accordance with the *Elections Act*. Training opportunities include; in person training, online training videos and handbooks outlining financial processes and procedures in accordance with the *Elections Act*.

Elections Nova Scotia strives to ensure compliance with the *Elections Act*, we do our utmost to provide clear interpretations to various stakeholders. During the 40th Provincial General Election, the traditional media sources and social networking sites will be monitored for instances that the *Act* may have been knowingly and unknowingly breached. Elections Nova Scotia social media channels were used to educate the public on relevant and interesting areas of the *Act* as a measure to help avoid violations.

Government Communications and Government Advertising

In September 2015, a panel was established by Elections Nova Scotia based on a need identified by the Chief Electoral Officer's report on the conduct of the 2013 Provincial General Election. The panel explored the possible issues that arise from communications and/or government advertising during an election, and to recommend policies and legislative change to deal with these issues.

In early 2017, Communications Nova Scotia (CNS) has responded to 2015 panel recommendations with changes to their communications policies in relation to advertising and guidelines during an election period. A discussion about the impact of changes to advertising regulations during by-elections is still ongoing.

The full report on CNS's response to the recommendations can be found in Appendix A.

Municipality of the County of Richmond

On October 26, 2016, the Chief Electoral Officer launched an investigation under the authority of sections 5(p) and 287 of the *Act*. The CAO, Warden and councillors of the Municipality of the County of Richmond each entered compliance agreements with the Chief Electoral Officer (CEO), acknowledging they had been in breach of the *Elections Act*. Once compliance agreements were reached and signed, notifications

of the compliance agreements were published on the Elections Nova Scotia website in accordance with section 299 of the *Act*. The CEO believes that the nine councillors and the Warden were unaware at the time that being reimbursed for their ticket to a political fundraising event in May 2014 would be a breach of the *Act*. The CEO understands that all seven of the councillors and the Warden who were reimbursed for their attendance returned the full amount of their reimbursement to the Municipality because they now understand that it was a breach of the *Act* to accept money from another individual or organization to contribute to a political party, electoral district association or candidate.

Amnesty Period

In January 2017, Elections Nova Scotia published the Report on the Investigation into Breaches of the *Elections Act* in the Municipality of the County of Richmond. At the time of the investigation, the Chief Electoral Officer was mindful that others who take part in political activity may have also unknowingly breached the *Elections Act*. An amnesty period was established from the date of the report until the end of the fiscal year, March 31st, 2017 for anyone who had or were concerned that they may have unknowingly breached the *Act* could come forward without penalty.

Election Finance

E-tax Receipts

In 2016, the *Elections Act* was changed to permit registered parties to issue electronic tax receipts. During the year, a review was conducted of any party wishing to convert to electronic tax receipts. An external audit firm was engaged to evaluate the system security and integrity. In 2016, two registered parties, the Nova Scotia Liberal Party and the Progressive Conservative Association of Nova Scotia, were granted permission from the Chief Electoral Officer to issue electronic tax receipts. The remaining three registered parties continue to follow the process of using paper tax receipts received from ENS, who retain a stock of serialized tax receipts.

Resource update

Updates were made to several resources available to political entities including revised brochures covering topics such as contributions, tax receipts and fundraising. New videos were also produced for candidates covering nominations and election finance.

Four circulars were also issued covering the following topics: crowdsource funding, advertising, loans and election public opinion polls.

GOAL 5

Continuous Individual and Organizational Effectiveness

Individual and organizational effectiveness is key to helping us achieve our goals and to keeping us on the right path. We cannot afford to lose sight of our vision and mandate. In our dynamic environment, we need to continuously take stock of our initiatives in relation to our goals, and adapt our work processes as needed to overcome the challenges of the day.

Continues improvements to organizational effectiveness is no easy feat and cannot happen unless we value and instill a learning culture within the organization and focus on the use of best practices and staff/professional development. We also must be mindful of the structures in place to allow the flexibility we need while at the same time being cost conscious.

At Elections Nova Scotia, we focus on attaining and sustaining engaged employees and the continuous growth and development of our organization. This is done by building strength in the areas of leadership, decision making and structure; people, work processes and systems; and culture. When we do uncover weaknesses, we develop and implement and/or adapt strategies and processes to improve the situation and ensure the continued growth and development of our organization.

A list of projects that are still ongoing for this fiscal year follows:

STOR & SharePoint

In 2016 STOR was updated for use. STOR (Standard for Operational Records) is a searchable government database. It is regularly updated and documents are being archived or destroyed where appropriate.

The implementation of SharePoint had been placed on hold in 2017, and is expected to begin implementation in 2018.

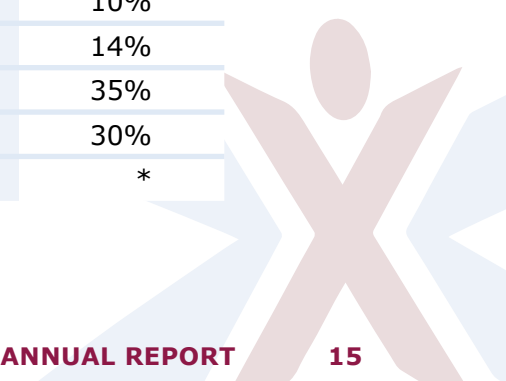


Elections Nova Scotia Census Data

Elections Nova Scotia is working to build a more diverse organization that is reflective of the demographics of Nova Scotia.

Building on the model of the Public Service Commission's survey, **Count Yourself In!**, which was released in 2016, we've collected data from Returning Officers, Assistant Returning Officers, Returning Officers at Large, temporary election and post-event workers (warehouse, call centre, payroll and data entry, and community relations officers) and head-office staff to determine how Elections Nova Scotia's staff compares. This is the second year for Elections Nova Scotia's census data. It will be used as a baseline measure of diversity within the organization.

	Nova Scotia Government Employees 2016	Elections Nova Scotia 2016	Elections Nova Scotia 2017
Education			
Less than High School Diploma	2%	*	*
High School Diploma/General Education Diploma (GED) or equivalent	68%	9%	13%
Some trade school	1%	*	3%
Graduated trade school	6%	5%	5%
Some postsecondary (college or university)	11%	22%	16%
Graduated postsecondary (college or university)	72%	66%	64%
Prefer Not to Say	2%	*	*
Age			
Under 18	1%	*	*
18 - 24	7%	*	3%
25 - 34	12%	1%	8%
35 - 44	26%	11%	10%
45 - 54	34%	13%	14%
55 - 64	23%	43%	35%
65 +	2%	31%	30%
Prefer Not to Say	2%	*	*



	Nova Scotia Government Employees 2016	Elections Nova Scotia 2016	Elections Nova Scotia 2017
Heritage Groups			
Acadian	7%	6%	9%
African Nova Scotian	4%	*	*
Gael/Gaelic	6%	4%	1%
Mi'kmaq	2%	1%	8%
None	76%	82%	81%
Prefer Not to Say	5%	2%	1%
Culture / Ethnicity			
Caucasian	81%	84%	84%
Aboriginal***	2%	1%	10%
Asian	2%	3%	1%
Black***	3%	*	*
Latin/Hispanic	2%	*	*
Middle Eastern	7%	1%	1%
Multi-racial	2%	1%	2%
Other	4%	*	*
Prefer Not to Say	5%	10%	2%
Gender		**	
Male	35%	**	41%
Female	60%	**	57%
Other	2%	**	*
Prefer Not to Say	3%	**	2%
In what language(s) are you currently fluent? More than one may apply.			
English	87%	100%	100%
French	7%	9%	8%
Gaelic	*	*	*
Mi'kmaq	*	*	3%
Physical Languages	*	*	*
Other Languages	2%	5%	5%

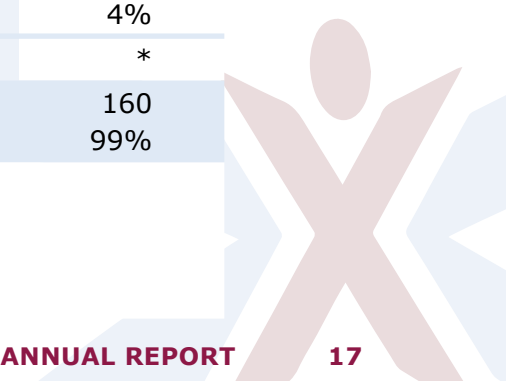
	Nova Scotia Government Employees 2016	Elections Nova Scotia 2016	Elections Nova Scotia 2017
Immigrant Status			
Yes	6%	7%	7%
No	92%	92%	92%
Prefer Not to Say	2%	1%	1%
Disability			
Yes***	9%	6%	8%
No	87%	93%	91%
Prefer Not to Say	3%	1%	1%
Type of Disability			
Cognitive or developmental Learning	13%	*	*
Physical	31%	43%	67%
Psychological or mental	25%	14%	17%
Sensory	11%	43%	8%
Other	8%	*	17%
Prefer not to say	12%	*	*
Do you require a workplace accommodation?			
Yes	28%	29%	8%
No	59%	71%	83%
Prefer not to say	13%	*	8%
How many years in total (non-consecutive) have you worked with Government of NS / Elections Nova Scotia in any capacity?			
Less than 5 years	22%	62%	65%
5-10 years	27%	19%	20%
11-15 years	15%	9%	6%
16-20 years	12%	2%	3%
21+ years	22%	4%	4%
Prefer not to say	1%	*	*
Sample Size	11048 ~50%	127 85%	160 99%

Note: Due to rounding, percentages may not add up to 100%

* less than one percent

** survey did not include this category

*** NS Labour Force: Aboriginal 3%, Black 2%, Disability 10%



Increasing Transparency for Elections Nova Scotia Management Team

In the 2015-2016 Annual Report, the Chief Electoral Officer made a commitment to increase transparency relating to ENS travel and expenses claimed for travel that exceeds \$250 for each senior manager. To support the commitment to maintain professional staff who are leading electoral events in Nova Scotia using best practices, travel is undertaken to keep up-to-date on innovative practices in other jurisdictions to ensure democratic principles are upheld for the citizens of Nova Scotia. Interprovincial travel takes place for professional development and inter-provincial joint projects.

Name	Event	Cost
Richard Temporale, CEO	Saskatchewan Provincial General Election Visitors Program	\$2,122
	Canadian Conference of Election Officials (CCEO) Conference (Toronto)	\$2,053
	Prince Edward Island observer program Electoral Reform Plebiscite	\$1,185
	Meeting with Senator Dan Christmas regarding First Nations Strategy	\$584
Peter Gzowski, ACEO	Canadian Conference of Election Officials (CCEO) Conference (Toronto)	\$2,196
	Prince Edward Island observer program Electoral Reform Plebiscite	\$862
	Investigation in Richmond County into breaches of the <i>Elections Act</i>	\$454
Dorothy Rice, Managing Director Electoral Finance	Canadian Conference of Election Officials (CCEO) Conference (Toronto)	\$1,836
	Investigation in Richmond County into breaches of the <i>Elections Act</i>	\$714
	Council on Governmental Ethics Laws (COGEL) conference (Louisiana)	\$2,316
Linda Fares, Director IT	Canadian Society of Election Official Training (CSEOT) (Alberta)	\$951
Andy LeBlanc, Director Policy and Communications	Canadian Society of Election Official Training (CSEOT) (Alberta)	\$419
Total		\$15,692

Advertising Costs Reporting

The first-time Elections Nova Scotia reported advertising expenses was in *Volume II of the Proceedings of the Halifax Needham By-Election* report of August 30, 2016. The changing nature of the advertising landscape offers alternatives to traditional advertising. Reporting this data provides a baseline for future comparison, ensuring accountability and transparency on how taxpayer's dollars are spent on advertising.

Halifax Needham By-Election	
TV	-
Radio	\$9,327.42
Print	\$26,787.00
Social	\$300.00
Internet	-
Out-of-Home	-
Ad Design and Development	-
Total	\$36,414.42

As outlined under the section titled Legislative Change, the Chief Electoral Officer recommends removing the requirement to publish the notice of election and the grant of poll in a newspaper.

ROLE OF THE **Election Commission**

Established under the *Elections Act*, the members of the Election Commission advise the Chief Electoral Officer on various questions and issues with respect to the administrative conduct and the administration of elections. The Commission is composed of a Chair, appointed by the Governor in Council for a term of five years; and two persons appointed for terms of two years by the leaders of each registered party with members sitting in the House of Assembly.

CHAIRPERSON: Vince MacLean

**Progressive Conservative
Association of Nova Scotia**

**Nova Scotia
New Democratic Party**

**Nova Scotia
Liberal Party**

Cameron MacKeen

Don Fraser

Jane O'Neill

George White

Jill Houlihan

Ellen Burke

APPENDIX A

Government Communications and Government Advertising

Communications Guidelines and Protocols During an Election

While the pre-established guidelines for government communications generally apply during an election campaign, there are some additional guidelines to ensure that CNS remains non-partisan.

Announcement of the Election Campaign

It is important that the electoral process be on public record. The following is appropriate to go through CNS:

- A note to editors of the photo opportunity or media availability of the election call.
- A government photographer may attend the event and take photographs for distribution to media and for government record (not for political or campaign purposes).
- A news release announcing the election date (no references to campaign strategy or political party).
- The photograph can be featured on the government home page, with a link to the news release announcing the election date.

Announcements and Advertising During an Election

Communications activities, specifically announcements and advertising, are prohibited during election periods subject to the exemptions below:

- Announcements/advertising/communications activities (i.e. news releases) required by law to issue a public notice for legal purposes;
- Announcements/advertising/communications activities (i.e. news releases) to inform the public of a danger to health, safety or the environment;
- Announcements/advertising/communications activities (i.e. news releases) about a job posting or staffing notice;
- Announcements/advertising/communications activities (i.e. news releases) about a tender notice for a project or work that was announced publicly before the election was called and that is funded in the current fiscal year budget;
- Announcements/advertising/communications activities (i.e. news releases) when a department is required to advise the public of programs funded and announced on a regular basis as routine department business (i.e. traffic advisories, program application deadlines, recognition of cultural and commemorative days/weeks/months). These announcements/advertising/communications activities may proceed in consultation with a CNS MD, however no new funding or new program announcements may be made and Ministers are not named or quoted.

In addition:

- announcements/advertising/communications activities should not suggest or give favor to a Minister, the government or any political party.
- all partisan and political communications is coordinated through individual caucus offices.
- program staff, Deputy Ministers and other senior government officials may be quoted in a news release in place of the Minister, where appropriate.
- Ministers' names are not included in advertising copy during an election campaign.
- advertising on the electoral process may come through CNS.

Media Relations

On occasion, communications staff may be contacted by a journalist to respond to an inquiry or comment on a departmental policy or program that has become part of the election campaign or platform. Media Relations Advisors can provide factual information about existing departmental policies and programs. If media require a spokesperson, Deputy Ministers and program staff can be made available. Media seeking comments on platform commitments should be referred to the relevant political party.

Photographs/Video

Communications Nova Scotia does not provide photography or video services to candidates during an election campaign. Government photographs and video must not be used for political or campaign purposes.

Media Monitoring

Media monitoring services will be limited to the election process only (i.e., accessibility of polls, advance, special polls, etc.). There will be no media monitoring of campaigns, platforms, or related events/activities.

Creative and Digital Services

Communications Nova Scotia will not design, produce or print political or campaign related information. Information on the election process may be produced and distributed via print or electronically through Communications Nova Scotia.

House of Assembly – Use of Province House

Province House and the services of Legislative Television Broadcast & Recording Services (LegTV), may not be booked for announcements or events that may suggest or give favour to the government or any political party. Each individual request will be assessed by the staff of the House of Assembly Operations or LegTV. For more information contact the Clerk's Office at (902) 424-4661.

Legislative Television

Program material may not be used for political party advertising, election campaigns or any other politically partisan activity.

Program material may not be edited for use in promotional material by any political party or other organization and may not be used in any edited from that could mislead or misinform an audience or viewer, or which does not present a balanced portrayal of the proceedings of the House. For more information contact the Clerk's Office at (902) 424-4661.

After the Election

Communications Nova Scotia staff will provide full communications support, advice and services, as required, during the transition and swearing in of the new government.

CNS staff work with the Protocol Office to co-ordinate logistics for the swearing in ceremony of the Executive Council and with House of Assembly staff for the swearing in of the Members of the Legislative Assembly.

Elections Nova Scotia Organizational Chart

