



**City of Kingston
Report to Council
Report Number 18-095**

To: Mayor and Members of Council
From: Denis Leger, Commissioner, Corporate & Emergency Services
Resource Staff: John Bolognone, City Clerk
Date of Meeting: March 20, 2018
Subject: 2018 Municipal Election Plan – Enhancements/Considerations

Executive Summary:

On November 15, 2016 Council received [Report 16-366](#) which provided supplementary information on amendments to the *Municipal Elections Act* and recommendations with respect to Ranked Ballot Voting. The report also included a number of suggestions for consideration in the planning for the 2018 municipal election. At that meeting Council provided the following direction to staff:

“**That** the City Clerk be directed to continue to explore opportunities, other than ranked balloting, which may be implemented to provide broader access and participation in the 2018 Municipal Election as earlier outlined in Report AP-15-009 and report back to Council on the 2018 Municipal Election Plan.”

In accordance with the foregoing Council direction, the purpose of this report is to provide Council with an update on the planning for the 2018 municipal election and enhancements and opportunities being considered to improve the elector experience. The following is a summary of the enhancements and/or considerations, some of which were implemented successfully during the 2017 By-Election in Countryside District. Each of the enhancements and/or considerations is discussed in more detail in the Options/Discussion section of this report.

Enhancements

- (a) Vote Anywhere in the District – electors will be able to vote at any of the voting places in their district;
- (b) Extended Period for Internet Voting – internet voting will be available from the beginning of the advance voting period (10:00 a.m. on October 13, 2018) until 8:00 p.m. on Voting Day, October 22, 2018 provided the elector is registered before 7:00 p.m. on Voting Day;

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- (c) Specific Communications to Encourage Internet Voting – Specific communications will be developed to promote the advantages of internet voting, i.e. easy, convenient, secure, no line-ups, etc.;
- (d) Specific Communications Regarding Advance Voting Day – Specific communications will be developed to promote the advantages of voting on the Advance Voting Day;
- (e) Improvements to Voters' List – recent legislative changes allow the Chief Electoral Officer to share information from the permanent register of electors with the Municipal Property Assessment Corporation (MPAC) for use in preparing the Preliminary List of Electors for municipalities. Given the upcoming June 2018 provincial election, it is hoped that a more accurate and complete Preliminary List of Electors may be available for the October municipal election;
- (f) Specific Communications Regarding Name on Voters' List – Specific communications will be developed to encourage residents to make sure they are on the Preliminary List of Electors and the Voters' List and that their information (e.g. address and school support) is correct;
- (g) Additional Voting Place Staff – in 2014 there was one (1) Revision Officer and three (3) Deputy Returning Officers at each voting place. In 2018, a total of five (5) Deputy Returning / Revision Officers will be assigned to each voting place;
- (h) Streamlined Voting Place Procedures – combining the Deputy Returning Officers and Revision Officer into a single position will streamline the process for making revisions to the Voters' List and then issuing a ballot to the elector;
- (i) Free Transit on Advance Voting Day and Voting Day – on Kingston Transit and Kingston Access Bus for electors who show their Voter Information Notice;
- (j) Outreach at Post Secondary Institutions – election office staff to work with post-secondary institutions to encourage students to ensure their names are on the Voters' List (e.g. booths during school registration periods to afford students the opportunity to have their names added to the Voters' List);
- (k) Remote Uploading of Election Results – election results will be uploaded from the polls to the City's secure server at the close of voting on Voting Day;
- (l) Voting Places – staff has already initiated the process of identifying potential voting place locations and is consulting with the School Boards on availability and suitability of locations. Staff will enlist the assistance of the Municipal Accessibility Advisory Committee to review potential voting place locations prior to finalizing the list;

Considerations

- (m) Monitoring of Voting Places – Staff Re-Allocation/Elector Choice – staff is investigating technology or social media to help monitor the number of electors at the voting places so that election staff can be re-allocated as necessary to provide assistance/relief at the busiest voting places and to enable electors to choose the least busy voting place in their district;
- (n) Candidate Portal – staff is investigating purchasing an on-line Candidate Access Self-

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Serve Portal Module through DataFix that would enable candidates to download documents or forms and view real-time data for the Voters' List; and

- (o) On-Line Voter Services – staff is also investigating purchasing Online Voter Service Modules through DataFix whereby electors could determine if they are on the Voters' List, the location of their voting places and a list of the candidates in their District. If an elector is not on the Voters' List, the elector would have the option to register on-line to have their name added to the Voters' List.

Recommendation:

That Council receive Report 18-095 – 2018 Municipal Election Plan – Enhancements/Considerations and authorize Kingston Transit to offer free transit service to electors who show their Voter Information Notice and are travelling to and/or from their voting place on both Advance Voting Day (October 13, 2018) and Voting Day (October 22, 2018) between the hours of 9:00 a.m. and 9:00 p.m.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,
Corporate & Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative
Officer**

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Community Services	Not required
Jim Keech, President and CEO, Utilities Kingston	√
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:**Purpose**

At the November 15, 2016 meeting, Council directed staff to continue to explore opportunities to provide broader access and participation in the 2018 municipal election and report back to Council on the 2018 Municipal Election Plan. In accordance with Council's direction, the purpose of this report is to provide Council with an update on the planning for the 2018 municipal election and the opportunities being considered to enhance the elector experience.

Background

Following the 2014 municipal election, Council, at its meeting held December 16, 2014, directed that a review of the electoral process be undertaken and that staff report back to the Administrative Policies Committee no later than March, 2015. On March 12, 2015 the Administrative Policies Committee received Report AP-15-009 which summarized the input received with respect to the 2014 municipal election from:

- an internal post-election survey for election workers;
- the public (on-line survey, written submissions or e-mail);
- a public meeting hosted by the Administrative Policies Committee; and,
- responses from other municipalities.

The report included a number of suggestions for consideration by the 2018 Election Team with respect to such matters as:

- the Voters' List;
- election staff recruitment and training;
- candidate access to the Voters' List;
- selection of the voting places;
- procedures on Voting Day; and,
- election reporting.

On November 15, 2016 Council received Report 16-366 which provided supplementary information on amendments to the *Municipal Elections Act* and recommendations with respect to Ranked Ballot Voting. The report also included an excerpt from Report AP-15-009 with respect to the suggestions for potential enhancements to overall election administration and the election process for consideration in the planning for the 2018 municipal election. At that meeting Council provided the following direction to staff:

“That the City Clerk be directed to continue to explore opportunities, other than ranked balloting, which may be implemented to provide broader access and participation in the 2018 Municipal Election as earlier outlined in Report AP-15-009 and report back to Council on the 2018 Municipal Election Plan.”

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At the November 15, 2016 meeting, Council also decided to maintain the current First Past the Post electoral system for the 2018 municipal election and directed the City Clerk to initiate the process to submit a Referendum Question to the electors on the 2018 ballot with respect to Ranked Ballot Voting.

On April 18, 2017 Council passed By-law Number 2017-93 authorizing the use of Optical Scan Vote Tabulators and Internet Voting for the purposes of the 2018 municipal election.

On February 6, 2018, Council gave three readings to By-law Number 2018-46 authorizing the City Clerk to submit a Referendum Question to the electors on the 2018 ballot with respect to the use of Ranked Ballot Voting to elect the Mayor and District Councillors.

Discussion

The 2014 municipal election featured new technology and the use of internet and telephone voting for advance voting purposes only. Internet and telephone voting were not available on Voting Day. The 2014 ballot also included a Referendum Question (re: casino). Voter turnout increased from 36.7% in the 2010 municipal election to 39.5% in the 2014 municipal election, an increase of 2.8%. As outlined in Report AP-15-009, the voting places were very busy on Voting Day and as a result, some electors experienced longer wait times, particularly between the hours of 5:00 p.m. and 8:00 p.m. The need for revisions to the Voters' List contributed to the longer wait times for some due to the paperwork and data entry that was required before the elector could receive a ballot. Approximately 33% of the electors on Voting Day required revisions to the Voters' List. The "unofficial" election results were posted by 11:44 p.m. After the election, a number of concerns were expressed regarding the wait times at voting places and the delay in posting the election results, which concerns led to Council's direction that a review of the electoral process be undertaken.

As noted above, Report AP-15-009 included a number of suggestions for consideration by the 2018 Election Team with respect to election administration and the election process. Some of those suggestions (e.g. vote anywhere in the district, internet voting available until close of voting on Voting Day and remote uploading of election results) were successfully implemented during the 2017 By-Election to elect the Councillor for Countryside District. At the close of voting at 8:00 p.m. the results from each voting place were uploaded over the City's secure network and combined with the results from the Advance Voting Day, internet voting and the institutional voting place at Fairmount Home. The Preliminary Election Results for the By-Election were reported as of 8:15 p.m. Further details on the 2017 By-Election can be found in [Council Report 17-223](#).

Building on the success of the 2017 By-Election and to address the concerns identified in the 2014 Post-Election Report, the following enhancements to the overall election administration and the election process are being implemented or considered for the 2018 municipal election:

Enhancements

- (a) "Vote Anywhere" in the District

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A few weeks prior to Voting Day electors whose names are on the Voters' List will receive their Voter Information Notice which will identify their "assigned" voting place. For the 2018 municipal election, electors will be able to vote at any of the voting places in their district regardless of their "assigned" voting place as shown on their Voter Information Notice. As noted above, this worked well in the 2017 By-Election. In the 2014 election, an elector who was not at their assigned voting place could not cast their ballot and had to be redirected to the correct voting place. This was particularly frustrating for electors who may have been waiting in line for some time to receive their ballot or who did not have a Voter Information Notice and had been waiting in line to see the Revision Officer to have their name added to the Voters' List. With "vote anywhere in the district", as long as the elector is qualified to vote and is in the right district, they will be able to update their information on the Voters' List, if need be, and then cast their ballot at any of the voting places in their district.

(b) Extended Period for Internet Voting

For the 2014 municipal election internet voting was available for advance voting only, i.e. internet voting was not available on Voting Day. In 2014, 9,346 electors (approximately 26%) used the internet to cast their ballots. For the 2017 By-Election, internet voting was available from the beginning of the advance voting period until 8:00 p.m. on Voting Day provided the elector was registered before 7:00 p.m. For the By-Election, 46% of electors used internet voting, an increase of almost 20% when compared to the 2014 election. Since internet voting is a two-step process that requires an elector to register first before being able to cast their ballot, the 7:00 p.m. cut off time was instituted to ensure that the elector would be able to register and cast their ballot before the close of voting at 8:00 p.m. Also, if for some reason the elector could not access the internet voting or it was not otherwise available, the elector would still have time to get to a voting place in their district to cast their ballot. For the 2018 municipal election, internet voting will be available from 10:00 a.m. on Advance Voting Day (Saturday, October 13, 2018) until 8:00 p.m. on Voting Day (October 22, 2018) provided the elector is registered for internet voting by 7:00 p.m. on Voting Day.

(c) Specific Communications to Encourage Internet Voting

As noted above, 26% of electors used internet voting in the 2014 election. That number increased to 46% in the 2017 Countryside By-Election. The specific reason for the increase is not known but it may have been due to the extended period of internet voting which included Voting Day, increased access to the internet in Countryside District or a more general acceptance of and comfort level with using the internet to cast a ballot, or a combination of all three.

For the 2018 municipal election internet voting will be used and specific communications will be developed to encourage internet voting and promote its many advantages which include:

- Easy and convenient – internet voting is easy and convenient;
- Vote anytime from anywhere – internet voting allows electors to cast their ballot from anywhere and at any time provided they have a Voter Information Notice and an internet connection. An elector could cast their ballot from home, at work or on vacation;

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- No line-ups – with internet voting there is no need to line-up to cast a ballot;
- Secure and confidential – the City’s internet voting system has built in safeguards to protect elector information and identity. The voting website is hosted on a secure server and is only accessible to electors who register by entering their unique Voter Identification Number found on their Voter Information Notice. Once registered, the elector is provided with a PIN Number to access the internet voting;
- Appeal to younger electors – internet voting may be more appealing to younger age groups (e.g. post-secondary students), the majority of whom are already well-versed in using the internet; and
- No rejected ballots – with internet voting there are no rejected ballots, or ballots that are unintentionally mismarked or unintentionally invalid (spoiled) as the system is designed to ensure that the elector is satisfied with and has accepted their choices before the ballot is finally cast.

By having internet voting available on Voting Day and promoting its many advantages before and throughout the advanced voting period it is hoped that there will be a significant increase in the number of electors who choose to cast their ballots on-line. An increase in the number of electors using internet voting should help in alleviating wait times at the voting places on Voting Day.

(d) Specific Communications Regarding Advance Voting Day

Advance Voting Day is another option for electors who may not be available on Voting Day to cast their ballot, may not have access to internet voting, or who may simply want to cast their ballot with the knowledge that their voting place will be less congested and line-ups, if any, will be much shorter than if they wait until Voting Day. In the 2014 municipal election there were 12 advance voting places (one per district) with a total of 2,933 votes cast. Over the ten (10) hour advance voting period, the number of votes cast at each voting place ranged from a high of 375 to a low of 142, an average of about 244 votes per voting place, or about 24 votes per hour. While there were some peak times when electors may have experienced wait times, generally the voting places were not overly busy on Advance Voting Day. By comparison, the number of votes cast at the twenty-five (25) voting places on Voting Day was approximately 22,500. The number of votes by location ranged from a high of 1,316 to a low of 381, an average about 900 votes per voting place or about 90 votes per hour (higher during peak times, e.g. between 5:00 p.m. – 8:00 p.m.).

For the 2018 municipal election Advance Voting Day will be on Saturday, October 13th between the hours of 10:00 a.m. and 8:00 p.m. and there will be one advance voting place per district (same as 2014). Specific communications will be developed to encourage the electorate to take advantage of Advance Voting Day and to promote the fact that the voting places will be less congested and that line-ups, if any, will be much shorter.

(e) Improvements to the Voters’ List

One of the suggestions in the 2014 Post-Election Report was to continue to work with the

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Municipal Property Assessment Corporation (MPAC) and the provincial government to reform the regulations with respect to the Preliminary List of Electors / Voters' List. Following the 2014 municipal election and as part of the discussions in 2016 related to the changes to the *Municipal Elections Act*, the quality of the Voters' List was identified as a major concern. A provincially led Voters' List Working Group was formed to explore potential long-term solutions to creating more accurate provincial and municipal Voters' Lists and a series of recommendations were submitted to the Ministry of Municipal Affairs. To address some of the recommendations, a recent change to the *Elections Act* (Bill 152) permits the Chief Electoral Officer to provide information from the permanent register of electors to the Municipal Property Assessment Corporation (MPAC) for electoral purposes. It is understood that work is already underway between MPAC and Elections Ontario with respect to this new data-sharing provision so that the elector information that is compiled for the June 2018 provincial election can be incorporated into the MPAC database for inclusion in the Preliminary List of Electors to be provided to municipalities for the upcoming October election. It is hoped that this legislative change will help facilitate the compilation of a more accurate and complete Preliminary List of Electors for the 2018 municipal election.

In addition, MPAC is planning to re-launch the voterlookup.ca online elector confirmation and update service in early March. This service allows residents to confirm or update their elector eligibility to ensure that they are included on the Preliminary List of Electors for the 2018 municipal election. MPAC will provide the municipality and School Boards with "toolkits" to support local promotion of the service and to generate awareness and use of voterlookup.ca. MPAC is hopeful that the voterlookup.ca service in conjunction with the expansion of the on-line elector registration systems for Elections Canada (EC) and Elections Ontario (EO) will have a significant impact on the quality of the Preliminary List of Electors. MPAC is working closely with EC and EO to cross-promote each other's on-line elector registration systems. MPAC receives quarterly updates from the National Register of Electors which includes any updates that EC has received from EO and the updates are applied to MPAC's Names Database which is the source of the information for the Preliminary List of Electors.

(f) Specific Communications Regarding Name on the Voters' List

The Voters' List contains the names of all persons who are eligible to vote in the municipal election. A person must be on the Voters' List to vote in the 2018 municipal election. A Preliminary List of Electors is provided to the municipality by the Municipal Property Assessment Corporation (MPAC). It is then the responsibility of the City Clerk to apply further changes/corrections based on information in the Clerk's care and control to create the Final Voters' List. As noted in the previous section, MPAC will be re-launching its voterlookup.ca online elector confirmation and update service in early March. Once this service is available, specific communications will be developed to promote the use of the voterlookup.ca service to ensure that as many electors as possible are included on the Preliminary List of Electors when it is provided to the City.

Once the municipality has the Preliminary List of Electors from MPAC (likely in early August, 2018), the revision period begins and electors may add their name to the Voters' List or make changes to it directly with the City. For the 2018 election the revision period will begin on

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September 1, 2018. Specific messaging will be provided to advise when the Preliminary Voters' List is available for viewing, how the Preliminary Voters' List can be accessed and encouraging residents to check if their name is on the Voters' List and to confirm that their information (e.g. address and school support) is correct.

For an elector, the key to a quick and easy voting experience is to be on the Voters' List. Electors who are on the Voters' List will receive their Voter Information Notice a few weeks before Voting Day that provides the location of their voting place and their unique Voter Identification Number that will allow them to register and receive and a PIN number in order to access the internet voting. For in-person voting, the elector simply provides their Voter Information Notice and appropriate identification to a Deputy Returning Officer and they will be issued their ballot.

If revisions to the Preliminary Voters' List are required, applications can be submitted from September 1, 2018 until October 22, 2018 (Voting Day). However, residents will be encouraged to make the changes as soon as possible and not to wait until either Advance Voting Day or Voting Day. That will ensure that they are already on the Voters' List and that they receive their Voter Information Notice. Waiting until either Advance Voting Day or Voting Day to make the revisions at the voting place will result in delays. As noted earlier in this report, approximately 33% of the electors on Voting Day required revisions to the Voters' List, with 3,000 electors added to the Voters' List and another 4,597 electors requiring revisions to their profiles (e.g. address change). This was more than the number of changes processed throughout the entire revision period prior to Voting Day. Each of these electors had to complete an application form at the voting place to amend the Voters' List. In addition, if an elector did not have acceptable identification with their name and qualifying address, they were required to complete a statutory declaration with an election official. The number of electors that required revisions to the Voters' List contributed significantly to the lengthy delays and line-ups experienced by some electors on Voting Day.

For the 2018 election, electors will be able to submit applications to amend the Voters' List in person at the Election Office or download the application from the election website and then mail the completed application to the Elections Office (this is the same as 2014). In addition, for the 2018 election, staff is also investigating an on-line option whereby an elector can complete and submit an application form on-line (See Section (o) below).

(g) Additional Voting Place Staff

For the 2014 election there was one (1) Site Supervisor, three (3) Deputy Returning Officers (DROs), one (1) Revision Officer (RO), one (1) Machine Operator (MO) and one (1) Demonstrator/Greeter at each voting place. Very briefly, the main duties of each were as follow:

The Site Supervisor was responsible for the conduct of the voting place, received the ballots from the Election Office, issued ballots to the DROs throughout the day, administered the Optical Scan Vote Tabulator and ensured that the Ballot Account Statements of the DROs and Site Supervisor balanced at the end of the day.

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The DRO was responsible for issuing ballots to electors, maintaining the official Voters' List, assisting the Site Supervisor as required, and completing the Ballot Account Statement at the end of the day.

The RO was responsible for assisting electors whose names were not on the Voters' List or whose information on the Voters' List needed to be revised. The RO assisted the electors in completing the Application to Amend the Voters' List, issued the Oral Oath of Qualification, if required, and assisted the Site Supervisor and DROs, as required.

The MO was responsible for operating the Optical Scan Vote Tabulator and administering the Accessible Voting Sessions.

The Demonstrator/Greeter was responsible for meeting the electors as they entered the voting place and directing the elector to the DRO if they had their Voter Information Notice and identification or to the RO if changes were required to the Voters' List.

As previously noted, revisions to the Voters' List were required for approximately 33% of the electors on Voting Day. The 2015 Post-Election Report recommended that the staffing at the voting places be re-evaluated and that consideration be given to additional Revision Officers and/or Deputy Returning Officers.

For the 2018 election there will be one (1) Site Supervisor, one (1) Machine Operator (who is responsible for the administration of the Optical Scan Vote Tabulator), one (1) Demonstrator/Greeter and a total of five (5) Deputy Returning/Revision Officers assigned to each voting place. Increasing the number of Deputy Returning/Revision Officer positions by one and combining both roles into a single position is viewed as a positive enhancement that will help to streamline the voting process for electors as explained in the following section.

(h) Streamlined Voting Place Procedures

The voting place setup for the 2014 election typically had one Revision Officer (RO) at a separate table from the three Deputy Returning Officers (DROs). Upon arriving at the voting place, if an elector was not on the Voters' List or had to make changes to their information on the Voters' List they were directed to the RO to complete an application to amend the Voters' List. With a completed and approved application in hand, the elector would then go to one of the DROs. The DRO would key in the updated information for the Voters' List, strike the elector's name off the Voters' List and then issue the elector the appropriate ballot.

On occasion, an elector with their Voter Information Notice may have been directed to one of the DROs and then informed by the DRO that they needed to update their information. The elector would then be redirected to the RO to complete the required application to amend the Voters' List. With an approved application in hand, the RO would then take the elector back to a DRO and the elector would be placed at the front of the line for the next available DRO. The RO would then have to explain to the others waiting in line that the elector was not receiving preferential treatment but rather had already been to the DRO but had to update information on the Voters' List before they could receive their ballot.

By combining the Revision Officer and Deputy Returning Officers into a single position an

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elector will only have to go to one person to receive their ballot or to make any necessary revisions to the Voters' List before receiving their ballot. Instead of just one person processing all the changes to the Voters' List there will now be five. At some voting places in 2014, particularly close to the post-secondary institutions, it was not unusual to see multiple persons sitting at the RO table filling out the necessary form and another four to six persons waiting in line. This will streamline the revision process and eliminate the need for any back and forth between the RO and DRO.

(i) Free Transit on Advance Voting Day and Voting Day

Staff has consulted with both Kingston Transit and Kingston Access Bus and both are supporting free transportation to the voting places on both Advance Voting Day and Voting Day. Included with this report is a recommendation for Council to authorize Kingston Transit to offer free transit to electors on both Advance Voting Day and Voting Day between the hours of 9:00 a.m. and 9:00 p.m. Electors using Kingston Transit will need to show their Voter Information Notice. Free transportation on Kingston Access Bus will be for registered users of that service only and when reserving their transportation the elector will have to identify which voting place they are going to.

(j) Outreach at Post Secondary Institutions

In 2014 almost one in every three electors needed to make revisions to the Voters' List before receiving their ballot. A large number of those electors were post-secondary students who comprise a significant portion of the City's population. Many post-secondary students are not from Kingston and the September timing for their school registration is after the Preliminary List of Electors has been delivered to the City. Election office staff will be working with the post-secondary institutions to develop messaging to ensure the students are aware of the 2018 election and encouraging the students to ensure that their names are on the Voters' List. Initiatives that are being considered include:

- providing information in the student registration packages advising new students how they can add their names to the Voters' List and advising returning students how they can check to see if their name is on the Voters' List;
- including application forms to amend the Voters' List in the student registration packages; and
- setting up booths at the post-secondary institutions during school registration periods to assist students wishing to have their names added to the Voters' List.

(k) Remote Uploading of Election Results

As noted earlier in this report, the unofficial election results in 2014 were posted by 11:44 p.m. The length of time required to post the results was identified as a concern in the 2015 Post Election Report. The report had a number of suggestions with respect to election reporting including: allowing the Site Supervisor to deliver the Tabulator earlier; having more staff on hand to sign-off on the ballot account statements; and, remote transmission of results.

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While there were some technology issues that contributed to the delay in 2014, the process used to deliver the election results from each voting place created an initial delay. In 2014 the Optical Scan Vote Tabulators had to be delivered to City Hall as there was no ability to upload the results remotely. The Site Supervisor was responsible for delivering the Tabulator and Ballot Box to City Hall and before leaving the voting place the ballot account statements of the Site Supervisor and Deputy Returning Officers had to be completed and reconciled. Once delivered, the memory card was removed from the Tabulator by an election official and then the results were uploaded to the City's secure server for posting. Many of the Tabulators were not returned to City Hall until after 9:00 p.m. and if there were any problems with the ballot account statements, they had to be reconciled before the results were uploaded.

For the 2017 By-Election, the results from the three voting places were transmitted remotely and the unofficial By-Election results were posted by 8:15 p.m.

For the 2018 election, technology will be used at the voting places, which will allow the election results to be uploaded remotely to the City's secure server. This will contribute to the timelier posting of the unofficial election results.

(l) Voting Places

In 2014 the majority of the voting places were located in City-owned facilities, churches and schools. Voting Day in 2014 was on a school PA Day and as such there were no students in the schools and few if any staff. Typically there was custodial staff on duty to provide any assistance as required. Regular school activities were not impacted and there were minimal safety and security issues.

Staff has commenced a review of possible voting place locations based on the locations used in 2014 and other potential locations identified in 2014 but not used. Staff has already initiated the process of identifying potential voting place locations and is consulting with the School Boards on availability and suitability of locations. As noted above, the intent is to have technology at all voting places to facilitate the remote uploading of the election results on Voting Day. Wherever possible, City-owned facilities with internet access will be selected for the voting places. Staff will be enlisting the assistance of the Municipal Accessibility Advisory Committee to review the proposed voting place locations before finalizing the list. Staff will also review the list with Kingston Transit.

Considerations

(m) Monitoring of Voting Places – Staff Re-Allocation

Staff is investigating available technology and/or the use of social media to monitor activity at the voting places so that election staff can be re-allocated as necessary to provide assistance/relief at the busiest voting places. With "vote anywhere" in the district, electors would also be able to use this information to decide where to go, within the district, to cast their ballot.

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(n) Candidate Portal

Staff is investigating the use of an on-line Candidate Access Self-Serve Portal Module through DataFix that would enable candidates to download documents or forms and view real-time data for eligible electors via a basic search capability. Once a candidate is registered an e-mail would be generated to provide the candidate with the details for accessing the Candidate Portal. Various documents and forms could be posted by the Election Office for downloading by the candidate, such as the form to appoint Scrutineers or the Scrutineer information sheets. Maximum expense certificates can also be generated. Through this Module candidates would be able to view the Voters' List, revisions to the Voters' List and the "who voted" lists. The City would have full control over which information the candidates can view as well as whether or not the candidates are able to download the Voters' List or Revision List and how often. The Candidate Portal will provide candidates with enhanced access to the Voters' List and other important forms and documents and can be used by Election Staff to ensure that all candidates have access to the same information at the same time. For Election Staff, the Candidate Portal would also be beneficial in eliminating the need for staff to prepare and securely distribute copies of the Voters' List and the need to prepare the Certificates of Maximum Campaign Expenses for each candidate.

(o) On-Line Voter Services

Staff is also investigating the use of Online Voter Services through DataFix to enable electors to determine if they are on the Voters' List, and if not, to enable the elector to register on-line to have their name added to the Voters' List.

Electors checking to see if they are on the Voters' List would be prompted to enter their name, property address and optionally their birthdate. A real-time lookup is then performed against the list of eligible electors in the VoterView database and a single positive or negative response is provided. If the elector is not on the Voters' List a message would be provided with respect to the process to have their name added to the list. If the On Line Voter Registration is available, this process could be initiated on-line.

If the elector is on the Voters' List, the "Where do I Vote" function would display the appropriate voting dates, times and locations applicable for the elector. Additional details could also be displayed, including walking, driving or public transit directions as well as mapping. For "Vote Anywhere" the closest voting place to the elector's address could be provided.

An optional service would also provide the list of candidates applicable to the elector based on the supplied property address.

For the On Line Voter Registration, the potential elector would be prompted to enter all of the required information: name, birth date, property address, mailing address, school support, occupancy status and residency status. The elector would also have the option to upload required identification, such as a photo of their driver's license or other authorized identification. Once the data is captured, the applicable form is generated that contains the supplied information. The form can then be brought to the Election Office or a voting place and signed by the elector to complete the process of adding the elector to the Voters' List. Registration

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requests submitted on-line are available for review in VoterView and election staff with the appropriate permissions can process the requests (add the name to the Voters' List, decline the request, or ask for additional information).

VoterView also supports the concept of "provisional" electors. If sufficient information is not available to complete the elector registration (e.g. no identification provided) it is possible to add the elector to the VoterView database as a provisional elector. Such electors are not considered to be an eligible elector until their identification is reviewed at the Election Office or at a voting place. Once confirmed, election staff need only click a single button in VoterView to convert the provisional elector to eligible elector status.

Existing Policy/By-Law:

The *Municipal Elections Act, 1996*

Notice Provisions:

There are no required notice provisions.

Accessibility Considerations:

This report is AODA compliant and may be available in alternate formats upon request.

Financial Considerations:

There are no financial considerations with this report. A budget of \$750,000 has been approved for the 2018 municipal election and that budget amount includes the necessary funds to implement the enhancements outlined in this report.

Contacts:

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Other City of Kingston Staff Consulted:

Janet Jaynes, Deputy City Clerk

George Wallace, Senior Special Projects Manager

Blair Johnson, Corporate Records and Information Officer

Jeremy DaCosta, Director of Transit and Fleet Services

Exhibits Attached:

There are no Exhibits to this report.