



INFORMATION REPORT

TO:	Mayor and Members of the General Issues Committee
COMMITTEE DATE:	December 4, 2019
SUBJECT/REPORT NO:	2018 Municipal Election Summary (CL19011) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Christopher Newman (905) 546-2424 Ext. 2190 Elections Coordinator
SUBMITTED BY:	Andrea Holland City Clerk
SIGNATURE:	

COUNCIL DIRECTION

The City Clerk's Office prepare a report that updates Council on the 2018 Municipal Election.

INFORMATION

The *Municipal Elections Act* regulates the conduct of the municipal and school board elections in Ontario. *The Municipal Elections Act* defines the City Clerk's authority in the administration of the electoral process including but not limited to the filing and endorsing of nomination papers, identifying and eliminating barriers for electors, establishing polling locations and Advanced Polling dates, responsible for the establishing of candidate spending limits, creation of the voters' list and voting procedures, tabulation and verification of election results, the acceptance of candidates financial statements and the issuing of defaults for candidates that have not complied with the financial reporting responsibilities identified in the *Municipal Elections Act*.

Facts and Figures from the 2018 Municipal Election:

- There were 5 Advance Poll Days (1 location within each of the 15 wards) and 1 Special Advance Poll Day (21 locations throughout the City). Special Advance Poll locations were primarily for senior residences.

Commented [WU1]:

In this section include the Committee or Council direction which gave rise to the report coming forward. For example: Public Works Committee at its meeting of September 1, 2018 approved the following: "That staff be directed to report back on

If there is no Committee or Council direction, then note "Not Applicable" in this section

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In the Information Section provide all the pertinent details of the report

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- During the 5 days of Advance Polling 17,052 electors cast ballots. This is an increase from the 13,242 electors that took advantage of Advanced Polls in 2014.
- On Election Day there were 159 regular polls and 46 Institutional Polls.
- 1,800 positions were filled for Advance Polls, Special Advance Polls, and Election Day.
- 159 candidates filed nomination papers, 15 for Mayor, 89 for Councillor and 55 for various school trustee positions.
- There were 361,212 electors on the Voters' List. Voter turnout was 38.36 %, an increase from 2014 which saw 34.02% turnout.

Administration

For the 2018 Municipal Election, six staff members were hired, and two IT Project Managers were assigned to assist the City Clerk's Office, in executing the 2018 Municipal Election. The *Municipal Elections Act* provides guiding legislation with additional mandatory requirements from the *Municipal Act* and the *Accessibilities for Ontarians with Disabilities Act, 2005*. The elections team was instrumental in assisting with the administration of the election and were involved in many of the following duties:

- Completed the work following the City's ward boundary review.
- Receiving nominations from candidates.
- Cleansing of the Voters' List, which involves the removal of duplicate names and correction of addresses.
- Responding to calls, e-mails and counter inquiries concerning the Voters' List.
- Design, preparation and ordering of forms and supplies.
- Packing ballots and supplies into boxes for use on Advanced Polls and Election Day.
- Interviewing, hiring, training and placement for approximately 1,800 Election Day and Advance Poll Day staff.
- Review of approximately 300 polling locations, institutions, retirement and senior's residences and executing polling location agreements with desired locations.
- Calibration and testing for 225 tabulators.
- Ballot ordering and testing.
- Distribution and receiving of tabulators, ballot boxes and supply boxes.
- Updating of the City's election website.
- Advance Poll and Election Day troubleshooting.

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Communications and Outreach

It is the City Clerk's duty to provide election information to electors, candidates and third-party advertisers so that they may exercise their rights under *the Municipal Elections Act*.

The Communications Team implemented a communications plan delivering election information through various channels. A combination of online, radio, print and social media advertising was implemented. Across the City's social media platforms, 158 posts were made respecting the 2018 Municipal Election which equated to 1,237,767 impressions. Print media included, the placing of 14 advertisements, each time reaching a subscriber base of 236,612 Hamiltonians. 9 advertisements in Hamilton area magazines were placed, garnering 600,000 impressions with each printing. We also utilized posters at City facilities and placed advertisements with local radio stations to garner awareness of the election. The use of news releases complemented advertising, with media outlets broadcasting information related to key election dates and legislative changes.

Third Party Advertisers

New legislation in the *Municipal Elections Act* was implemented which created rules around Third Party advertising during the election period. Third Party advertisers are individuals, corporations or trade unions that wish to advertise in print, broadcast, electronic or other medium that have the purpose of promoting, supporting or opposing a candidate or a "yes" or "no" answer to a question on the ballot. The City of Hamilton had 11 Third Party advertisers register for the 2018 Municipal Election.

Staffing (Election Day and Advance Polls)

Hamilton's election requires a significant amount of staff to be hired to execute Advanced Polls and Election Day. We placed advertisements for elections staff in local newspapers and on the City's webpage. All elections staff were interviewed and tested prior to being hired. In total there were 1,247 people were hired.

Training

The Clerk's Office continued to refine the election workers training program that was developed for the previous Election. Each position had a job specific training presentation and manual that was streamlined to match their specific functions on Election Day. All forms and documents were reviewed, as to their purpose and the correct manner for completion. Each training session for Deputy Returning Officers and Election Assistants was 2 hours in length, with additional training provided for those who requested it. All Managing Deputy Returning Officers were instructed on all positions at the poll. The

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training was valuable on Election Day as our staff were prepared and able to handle situations in a professional and expedient manner.

Polls and Polling Locations

Election Staff were responsible for realigning the polling subdivision due to the ward boundary review. In realigning the polling subdivision staff attempted to maintain parity in the number of electors in each subdivision. When selecting polling locations, several criteria were considered:

- Location within the polling subdivision.
- Familiarity of a location by the residents.
- Size and availability of a room within the location.
- Access to public transportation.
- Number of parking and accessible parking spaces.
- Lighting and safety of the location.
- Travelling habits of electors within an area.
- Accessibility, as required by the *Municipal Elections Act* and the *Accessibilities for Ontarians with Disabilities Act*.

Ample signage was made available for each polling location. Election staff were encouraged to use all available signs to make the polling locations highly visible for electors. We were fortunate to have one of our school boards have a Professional Activity day that coincided with election day. A Professional Activity day reduces the traffic in schools, allows for more parking for electors and eliminates security concerns associated with having large quantities of people coming into the school during the day. The City Clerk's Office will continue to advocate the Ministry of Municipal Affairs and Housing and our local school boards to make voting day a Professional Activity day.

Voters' List

The preliminary list of electors is provided by the Municipal Property and Assessment Corporation to each Clerk in the province. This list is received in Hamilton at the end of July in an election year as legislated in the *Municipal Elections Act*. Once the list has been delivered, staff review anomalies and begin to cleanse the list. This process takes one month to complete and ensures that addresses are correct, duplicate electors are removed and other obvious corrections are made.

The City promoted the Municipal Property and Assessment Corporation's voter registration tool voterlookup.ca, which was made available on the City of Hamilton's election webpage and promoted in both social and traditional media. This tool allowed

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electors to determine if the information on the voters' list was correct. If changes needed to be made, a process was provided to allow electors to easily provide correct information to the Municipal Property and Assessment Corporation.

The City Clerk's Office has received notification through the Association of Municipal Clerks and Treasurers of Ontario that the electors list for the 2022 Municipal Election will be provided to the City from Elections Ontario. We are hopeful that this new change will provide us with a more accurate voters list moving forward.

Voting Methods

The City of Hamilton entered into an agreement with Elections Ontario to use their recently purchased Imagecast Precinct ballot tabulators and Imagecast Evolution accessible voting tabulator, which are manufactured and supported by Dominion Voting. The Imagecast tabulators are the same model that were used for the 2014 Municipal Election. The tabulators continue to be a valuable tool for counting votes as well as getting expedient and accurate results.

Advance Polls, Special Advance Polls, Institutional Polls/ Retirement Homes

There were 5 Advance Poll days and 1 Special Advance Poll Day for voters to cast their ballot prior to Election Day. Institutional Polls were held on Election Day. Institutional Polls are governed by the *Municipal Elections Act*. The legislation requires a poll in facilities that have 20 or more beds occupied by persons who are disabled, chronically ill or infirm. Retirement homes with 50 or more occupied beds are also required to have a polling location located for their residences. At the beginning of every election cycle we review the eligibility of retirement homes and added polling locations to those that met the criteria stipulated in the *Municipal Elections Act*. We then consult with the Administrators of these Institutions to establish the hours of polling and how to best meet the needs of the electors residing in the facility.

Election Day

On Election Day the polls were very busy with electors. Some polling locations experienced line ups, which staff will be reviewing for the 2022 election. The overwhelming majority of polls ran extremely well. Our elections day staff, many of which were City employees preformed their tasks exceptionally well. The Clerk's Office will continue to evolve our processes, procedures and implement lessons learned leading up to the 2022 Municipal Election.

APPENDICES AND SCHEDULES ATTACHED

None

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Include a listing of all appendices referenced in and attached to your report labelled as follows:

Appendix "A" to Report PED19001 - Location Map