

Advisory Committee on Standards for Voting Technologies

Committee Meeting

Meeting Minutes

September 8th, 2022, 9:00am – 12:00pm
75 Lower Simcoe St, Toronto, ON M5J 3A6

Committee Attendees:

- Jean-Pierre Kingsley, Committee Chair
- Dr. Mkabi Walcott, Standards Council of Canada Representative
- Dr. Nicole Goodman, Academic Advisor
- Michael Crase, Political Party Appointee - Progressive Conservative Party of Ontario
- Dan Duncan, Political Party Appointee - Progressive Conservative Party of Ontario
- Karla Webber-Gallagher, Political Party Appointee - New Democratic Party of Ontario
- Donald Eady, Political Party Appointee - New Democratic Party of Ontario
- Milton Chan, Political Party Appointee - Ontario Liberal Party
- Christine McMillan, Political Party Appointee - Ontario Liberal Party
- Craig Cantin, Political Party Appointee - Green Party of Ontario
- Fiona Mackintosh, Executive Director of the Advisory Committee
- Amanda Tieber, Research Coordinator for the Advisory Committee
- Jennifer MacLean, Administrative Assistant for the Advisory Committee

Invitees:

- Dr. Aleksander Essex, Associate Professor of Software Engineering, Western University
 - Keith Jansa, Executive Director, CIO Strategy Council
 - Julia Hancock, Senior Project Manager, CIO Strategy Council
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Opening Remarks and Chair Comments

- The Chair, Jean-Pierre Kingsley, outlined the agenda and meeting objectives for the meeting.
- The June 29th meeting minutes were adopted.

Redrafted Principles – Feedback Received

- The Chair opened the floor to provide the Advisory Committee members an opportunity to share their feedback on the Democratic Election Principles and Technical Design Principles.
- The Advisory Committee agreed that the principles shall reference voting technology and election technology and omit the wording of tabulators and electronic poll books to ensure the principles are adaptable to future use.
- The Advisory Committee Members agreed that the voting technology design clause should explicitly state that the design and implementation of technology in the facilitation of the election must maintain or improve the level of transparency; political entities' ability to scrutinize electoral proceedings; levels of detail of reporting; meaningful reporting of results; the public's ability to review and analyse the results.
- The Advisory Committee Members approved the Democratic Election Principles and Technical Design Principles.

Administrative Updates and Workplan

- The Executive Director, Fiona Mackintosh, provided an update to the Advisory Committee on the project workplan, milestones, timelines and administrative updates.
- An Advisory Committee Member proposed that CIO Strategy Council (CIOSC) develop a record for the Advisory Committee that outlines the major discussions and comments dispositioned by the CIOSC Technical Committee.
- An Advisory Committee member asked for clarification regarding the CIOSC accessibility procedures for the Technical Committee and public participation. Keith Jansa, CIOSC Executive Director, provided a brief overview of the CIOSC accessibility procedures and noted that CIOSC utilizes several options to ensure they meet all accessibility requirements, and all interested members of the public have access to participate.
- The Advisory Committee members approved the updated project workplan and milestones.

Transition to Technical Committee Work: Approval Process and Review

- The Executive Director introduced the Annotated Drafting Instructions to the Advisory Committee. The Executive Director noted that the Administrators have developed a set of Drafting Instructions that outline the base content and requirements for the vote tabulator and electronic poll book standards.
- The Executive Director outlined the review and approval process for the Annotated Drafting Instructions by the Committee Members. The Advisory Committee Members approved the approach.

[The Committee recessed at 10:20 a.m. and reconvened at 10:40 a.m.].

Standards Development Update & CIO Annotated Drafting Instructions

- The CIOSC Executive Director, Keith Jansa, and the Senior Project Manager from CIOSC, Julia Hancock, updated the Advisory Committee on the standards development process.
- The CIOSC Executive Director and Senior Project Manager outlined the roles and responsibility of the CIO Technical Committee and Expert Drafting Team in relation to the Advisory Committee. CIOSC provided a detailed workplan and set of project milestones that will be reported to the Advisory Committee on a monthly basis.
- The CIOSC Executive Director outlined the differences between management system standards and product standards and noted how these standards will be developed.

Preliminary Discussion on Drafting of Report

- The Executive Director and Research Coordinator, Amanda Tieber, provided an update to the Advisory Committee members on the development of the Advisory Committee Report. The Research Coordinator outlined the preliminary outline of the Advisory Committee Report and opened the floor for discussion.
- An Advisory Committee Member suggested that the report should include a section that speaks to the major issues and discussions of the Advisory Committee. Another Advisory Committee Member added that the report should discuss how the Advisory Committee recommendations could potentially impact stakeholders.

The meeting of the Advisory Committee adjourned at 11:30 am.