

Advisory Committee on Standards for Voting Technologies

Committee Meeting

Meeting Minutes

December 9, 2022, 9:00am – 11:00am

Microsoft Teams

Committee Attendees:

- Jean-Pierre Kingsley, Committee Chair
- 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
- 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:

- Keith Jansa, Executive Director, CIO Strategy Council
 - Darryl Kingston, Senior 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 November 16th meeting minutes were adopted.

Standards Development Process

Technical Committee

- The CIO Strategy Council (CIOSC) Executive Director, Keith Jansa, Senior Director, Darryl Kingston, and the Senior Project Manager, Julia Hancock, updated the Advisory Committee on the current CIOSC Technical Committee membership list.
- The CIOSC Technical Committee membership will continue to evolve with the standards development work. The CIOSC Executive Director noted that new members are being on-boarded regularly. (This is an established practice with standard development as individuals identify interest in participating at different stages in the process.)
- The Chair asked if adding additional members throughout the process would create any delays in the timelines of the project. The CIOSC Executive Director stated that the onboarding of new members throughout the standards development work will not create any delays in the timelines or milestones of the project. The Executive Director reminded the Advisory Committee that the standards development process is an open and transparent process

and noted that stakeholders may wish to participate through public consultations or the CIOSC Technical Committee. The CIOSC has experience with large Technical Committees and encourages the participation of interested stakeholders throughout the process.

Product Standards

- The CIOSC Executive Director provided an update on the Product Standards and noted that the seed documents for both the vote tabulators and electronic poll books Product Standards have been circulated to the CIOSC Technical Committee for their comments and review. The CIOSC Technical Committee will disposition comments received by late February 2023 and once those are approved, the standards will be ready for public consultation.
- An Advisory Committee member asked for clarification regarding the purpose and content of the seed documents. The CIOSC Executive Director clarified that the seed documents are draft requirements developed by the Drafting Team. The Advisory Committee Executive Director, Fiona Mackintosh, added that the composition of the Drafting Team was approved at the November 16th Advisory Committee meeting.

Administrative Updates

- The Advisory Committee Executive Director provided an update to the Advisory Committee members on the 2023 workplan. Given the interest of the Advisory Committee members at the November 16th Advisory Committee meeting regarding the Management Standards, the Committee Administrators proposed a two-track approach to finalize all recommendations by December 2023.

Management System Working Group

- The Advisory Committee Executive Director proposed developing a working group for the Management Standards that will be comprised of the Advisory Committee members. The Advisory Committee Working Group will be supported by an Assistant Executive Director. The Chair added that the Advisory Committee Working Group will be responsible for developing Management System recommendations for vote tabulators and electronic poll books and will commence their work by reviewing relevant directives on the voting technology.
- The Chair clarified that the CIOSC Technical Committee will continue to develop the Product Standards for vote tabulators and electronic poll books.
- An Advisory Committee member questioned if the Assistant Executive Director has been identified and onboarded. The Advisory Committee Executive Director confirmed that the Committee Administrators have commenced the recruitment process for an Assistant Executive Director and will identify the individual by January 2023.
- Another Advisory Committee member asked for clarification on how the recommendations for the Management System Standards will be published in comparison to the Product Standards. The Advisory Committee Executive Director clarified that the Management System Standards and Product Standards will be on different tracks in terms of maintenance and updating but will have the same standing once published. The Chair added that all recommendations, as outlined in the Advisory Committee mandate, shall be approved by the Advisory Committee prior to being sent to the Chief Electoral Officer (CEO).

- An Advisory Committee member added that the approved recommendations developed by the Advisory Committee will be provided to the CEO through a final report, in which the CEO has the authority to adopt the recommendations in whole or in part.
- The Advisory Committee Executive Director proposed that the Advisory Committee circulate their draft recommendations to Canadian Electoral Management Bodies (EMBs) and City Clerks for their review and comments. This will provide the Advisory Committee Working Group with feedback to consider as they finalize their recommendations.
- The Advisory Committee approved the approach to the Management System Working Group and the outreach to Canadian EMBs and City Clerks.

CIOSC Timelines (Product Standard)

- The Research Coordinator, Amanda Tieber, reviewed the CIOSC Timelines for the Product Standards. The Research Coordinator provided the Advisory Committee members with a high-level workplan of the standards milestones, public review period and approval stages.

2023 Meeting Schedule

- The Research Coordinator outlined the 2023 Meeting Schedule for the Product Standards and the Advisory Committee Working Group. The Research Coordinator provided a tentative agenda for the upcoming Advisory Committee Meeting in January 2023.
- Dr. Goodman inquired if the Advisory Committee would approve inviting her research associate, whose research focuses on digital democracies, to attend the January 2023 Advisory Committee Meeting. The Chair noted that the Advisory Committee will consider the request and will inform Dr. Goodman prior to the January 2023 meeting.

Closing Remarks

- The Advisory Committee approved the approach to the Advisory Committee Working Group for Management System Standards, the outreach to Canadian EMBs and City Clerks to review the draft recommendations for the Management System Standards, and the 2023 Meeting Schedule.

The meeting of the Advisory Committee adjourned at 11:00 am.