Advisory Committee on Standards for Voting Technologies
Committee Meeting
Meeting Minutes
November 16th, 2022, 9:00am – 2:00pm
123 Queen St. West, Toronto, ON M5H 3M9

Committee Attendees:
- Jean-Pierre Kingsley, Committee Chair
- Dr. Mkabi Walcott, Standards Council of Canada Representative
- Dr. Nicole Goodman, Academic Advisor
- 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:
- Anton Boegman, Chief Electoral Officer of British Columbia, Elections BC
- 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

Opening Remarks and Chair Comments

- The Chair, Jean-Pierre Kingsley, outlined the agenda and meeting objectives for the meeting.
- Dr. Goodman noted on record that she had suggested changes to the introduction of the initial CIO Strategy Council (CIOSC) document provided in June 2022.
- The October 12th meeting minutes were adopted. One member, Milton Chan, abstained.

Administrative Updates

- The Executive Director, Fiona Mackintosh, provided the Advisory Committee Members with an update on the CIOSC Technical Committee Membership List. Several Advisory Committee members noted the importance of the full list being open and available to the public.
  The Executive Director outlined the CIOSC privacy policy and directed the questions of the Advisory Committee Members to the CIOSC Executive Director for discussion.
- The Executive Director went on to outline the procedures and policies regarding the Advisory Committee Members attendance and participation at CIOSC Technical Committee Meetings.
- The Committee Administrators informed the Advisory Committee Members that the 2023 Meeting Schedule will be shared with the members prior to the next committee meeting for final approval.

[The Committee recessed at 10:20 a.m. and reconvened at 10:30 a.m.].

In-Camera Discussion on Annotated Drafting Instructions and CIOSC Contract

Advisory Committee Direction on the Support to the CIOSC Drafting Team

- The Executive Director reviewed the Advisory Committee administrative and member support to the CIOSC Drafting Team. The Advisory Committee approved the proposed support system for the CIOSC Drafting Team.

Annotated Drafting Instructions

- The Executive Director reviewed the purpose and importance of the Annotated Drafting Instructions.
- The Committee Administrators reviewed the amendments made to the Annotated Drafting Instructions following the October 12th committee meeting.
- Several Advisory Committee members discussed the amendments to the Annotated Drafting Instructions and the Advisory Committee approved the removal of Appendix 3, Supplemental Resources for Framing, Background and Legal Frameworks for Election and Voting Technologies, and that all references are to be included in the Bibliography.
- The Advisory Committee Members discussed the proposal of completing a part three series of standards that would speak to the operational requirements for Election Management Bodies using tabulators and electronic poll books. The Advisory Committee approved the work of the Management System Standards and confirmed that the scope of the standards would focus solely on the minimum requirement for the installation, operation, and maintenance of the equipment.
- The Advisory Committee Members approved the amendments made to the Annotated Drafting Instructions.

Engagement with CIO Strategy Council

- The Advisory Committee discussed the contract and statement of work with the CIOSC.
- The Executive Director outlined the deliverables and objectives of the statement of work and provided members with the approval process of the standards.

[The Committee recessed at 11:15 a.m. and reconvened at 11:45 a.m.].

Voting Technology Standards: A perspective from Elections BC

- The Chief Electoral Officer (CEO) of British Columbia (BC), Anton Boegman, conducted a presentation on Elections BC perspectives on voting technology standards. The CEO outlined the importance of Canadian standards for voting technologies and noted the impact that these standards will have for all Canadian Electoral Management Bodies.
- The CEO went on to provide the Advisory Committee with an overview of the technology used in BC provincial elections and recommended several requirements for the Advisory Committee to consider when developing standards for vote tabulators and electronic poll books.

Standards Development Process

- The CIOSC Executive Director, Keith Jansa, and the Senior Project Manager from CIOSC, Julia Hancock, updated the Advisory Committee on the CIOSC Technical Committee membership list and outlined their privacy policies for Technical Committee membership.
- Several Advisory Committee Members noted the importance of having the CIOSC Technical Committee membership list publicly available and requested to have the full membership list presented to the committee by the next committee meeting.
- The CIOSC Executive Director noted that they will work with their team and the current members of the CIOSC Technical Committee to seek their agreement to have their name released before the next Advisory Committee meeting.

Closing Remarks

- The Executive Director reviewed Annotated Drafting Instructions and the Advisory Committee Members approved each amendment proposed by the Executive Director.
- The Advisory Committee approved the adoption of the Annotated Drafting Instructions, the development of the Management System Standards and the ACSVT support staff for the Drafting Team.

The meeting of the Advisory Committee adjourned at 2:00 pm.