

Advisory Committee on Standards for Voting Technologies Committee Meeting

Committee Meeting

Meeting Minutes

March 7, 2023, 9:00am – 1:40pm

Sheraton Centre Hotel - 123 Queen St. West, Toronto, ON M5H 3M9

Committee Attendees:

- Jean-Pierre Kingsley, Committee Chair
- Dr. Mkabi Walcott, CEO Appointee
- Dr. Nicole Goodman, CEO Appointee
- Michael Crase, Political Party Appointee – Progressive Conservative Party of Ontario
- Dan Duncan, Political Party Appointee – Progressive Conservative Party of Ontario
- Donald Eady, Political Party Appointee – New Democratic Party of Ontario
- Karla Webber-Gallagher, 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
- Mike Stockfish, Assistant Executive Director of the Advisory Committee
- Shikha Devgun, Project Manager for the Advisory Committee
- Amanda Tieber, Research Coordinator for the Advisory Committee
- Jennifer MacLean, Administrative Assistant for the Advisory Committee

Opening Remarks and Chair Comments

- The Chair, Jean-Pierre Kingsley, outlined the agenda and objectives for the meeting, and welcomed Shikha Devgun as the Project Manager for the Advisory Committee.
- An Advisory Committee member requested an addendum to the January 17, 2023, meeting minutes. The request was to add a note stating that they believe that the multiple ballot styles for a single poll could be produced, programmed, and tested in the 28-day calendar and did not accept the Chief Electoral Officer's (CEO) assessment that this was not possible.
- Another Advisory Committee member requested a separate addendum to the January 17th, 2023, meeting minutes noting that the CEO indicated that providing an additional level of detail in the reporting of the results could be operationally implementable but would require additional cost and time. The Advisory Committee member went on to ask if the CEO could outline what would be required to implement the proposal of multiple ballot styles.

Recommendations for Management Standards: Scope and Approach

- The Assistant Executive Director, Mike Stockfish, provided a presentation: Recommendations for Advisory Committee on Standards for Voting Technologies – Proposed Approach.
- An Advisory Committee member provided an overview on the difference between management system standards and management standards to help situate the type of content and level at which the management standard should be drafted.
- An Advisory Committee member requested clarification on what kind of language would fall into management standards. The Executive Director and Assistant Executive Director clarified that the draft recommendations should be understood to support the implementation of specific aspects of a management system for the use of electronic poll books and vote tabulators. The language of the recommendations will be focused on high-level outcome statements.
- An Advisory Committee member recommended to have an ongoing review process for the product and management standards once in place. The Executive Director confirmed this has been tracked as a recommendation item.
- The Assistant Executive Director outlined an example of the content and level for drafting management standard recommendations using some proposed Logic and Accuracy Testing clauses. He also outlined the proposed approach to develop two separate management standards, one focusing on vote tabulators and the other on electronic poll books. The recommendations would be organized under three categories: usability and accessibility, security and integrity, and organizational capacity/infrastructure.

[The Committee recessed at 10:00 a.m. and reconvened at 10:15 a.m.]

Recommendations for Management Standards: ACSVT Member Discussion

- The Executive Director and Assistant Executive Director reviewed the draft Security and Integrity section of the management standards and opened the discussion for the Advisory Committee's comments and feedback on the draft clauses.
- Several Advisory Committee members agreed that given the mandate of the Advisory Committee, it should be specified throughout the document that it is intended for Ontario rather than using the more generic term "jurisdiction".
- An Advisory Committee member identified terms that are missing from the definition section and requested the Committee Administrators review existing definitions to ensure they are complete, accurate, and that the definitions are limited in terms of intended use to limit "scope creep".
- Several Advisory Committee members raised concerns regarding scrutineers' rights and how they are impacted with the use of vote tabulators and electronic poll books. The Executive Director and Assistant Executive Director outlined the role of scrutineers in polls with technology and noted that scrutineers have the ability to observe pre- and post-Logic and Accuracy testing. The Advisory Committee agreed that the Committee Administrators should review the management standards for scrutineers' rights and provide updates where necessary.

- An Advisory Committee member requested clarification on the review process for the management standards and suggested including an additional section on risk-limiting audits. Committee Administrators explained many jurisdictions are not permitted under legislation to perform risk-limiting audits. The Advisory Committee member suggested including more context around the topic of risk-limiting audits within the document as the audience for this is Elections Ontario. This item will be taken away and reviewed by Committee Administrators.
- The Advisory Committee member also noted that the cybersecurity section of the document should be developed further and will provide written comments on the section.
- Editorial comments and suggestions to clarify language were also made by the Advisory Committee members. The Executive Director requested the Advisory Committee to provide any additional comments to the Committee Administrators in writing.

[The Committee recessed at 12:00 p.m. and reconvened at 12:45 p.m.]

Review for Proposed Groupings

- The Assistant Executive Director outlined how the three proposed groupings, usability and accessibility, security and integrity, and organizational capacity/infrastructure, would be used to organize the management standard recommendations. Feedback included the need to review the flow of the document and consider where reporting requirements might fit best and be addressed within the recommendations.
- An Advisory Committee member noted the need to consider adding compliance to the standard and a protocol for escalations.
- An Advisory Committee member noted that the section on cyber security incidents should include further language around a disclosure procedure for cyber security incidents to ensure the transparency and integrity of the election process.
- The Research Coordinator for the Advisory Committee, Amanda Tieber, provided an outline of the management standard workplan and what to expect over the next number of weeks.

Update: Product Standards

- The Research Coordinator announced CIO Strategy Council is now known as Digital Governance Council (DGC) and the Digital Governance Standards Institute (DGSi).
- The Executive Director provided an update on the DGC Technical Committee meeting for the vote tabulator and electronic poll book product standards.
- The Executive Director went on to provide an update on the upcoming milestones for the products standards. A technical briefing will be provided by DGSi at the April Advisory Committee meeting.

Closing Remarks

- The Advisory Committee approved the approach to the drafting of the management standards as high-level, outcome-based recommendations organized under the three categories of: Usability and Accessibility; Security and Integrity; Organizational Capacity/Infrastructure.

[The meeting of the Advisory Committee adjourned at 1:40 p.m.]