

The Second Meeting of the Elections Committee

Meeting Notes

SJC Quiet Lounge, 200 King Street East, Toronto, Ontario

February 22, 2017 – 1:00 p.m.

Present (Committee members):	Gracel Quibrantar Michelle Harrypaul (Telephone) Lorraine Gajadharsingh Charles Wilson
Staff Present	Daniel Gladstone

The meeting was called to order at 1:00 p.m.

Minutes of Previous Meeting

It was agreed that the minutes of the previous meeting be accepted.

Project Update

The Chief Returning Officer presented the project update. He announced the appointment of two Deputy Returning Officer, Daniel Gladstone and Anuja Jeeva. Daniel comes from us from the UTSU where he was Chief Returning Officer for the 2016 elections where he led an accessibility project to ensure *Accessibility for Ontarians with Disability Act* compliance. Anuja comes to use from Ryerson where she was a student leader and from the fall elections where she was the Deputy Returning Officer.

The Chief Returning Officer then discussed the use of composite ballots during the elections cycles and the number of ballot faces required.

The Chief Returning Officer then discussed the issues with order the ballot boxes from Elections Canada. He discussed the issues with Elections Canada only being willingly to give us about 30 ballot boxes without charge, and the logistical issues which this creates.

The Chief Returning Officer then discussed the posing for poll clerks will be posted this week, and the Deputy Returning Officers will be overseeing the hiring process. The Chief Returning Officer highlighted a number of changes made to the poll clerk hiring process, mainly that different titles will be used for poll clerks roles, replace the current system of “poll clerk #1” and “poll clerk #2”. This is done to reduce confusion and ensure accountability.

Franchise issues

The Chief Returning Officer is meeting with both the Register's Office and the Accessible Learning Services Office regarding issues over the voter's list for students who are full time according to the college's definition but are taking what would be usually considered a part time course load.

Accessibility Issues

The Chief Returning Officer reported that Daniel Gladstone will be taking the lead on the accessibility issues surrounding the elections. He will be designing large print ballots for the polling stations and will be order magnifying screens from Municipal World. Daniel will be reviewing all polling stations and ensuring that those stations are accessible. Finally, Elections Ontario has given permission for the SA to use an accessibility video as part of the training of poll officials.

Procurement

The Request for Quotations (prequalifying) for the printing and Request for Proposals for the election list software has been sent out. The Chief Returning Officer expressed that usually the contract for the election list software was awarded to Instavote without going to RFP, however given the contract would usually be about one to two thousand dollars he wanted to look at all the options available. He worked with the Elections Services of the City of Toronto to identify potential companies which would have the ability to operate such a system.

He also contacted Dominion Voting Systems for a ballpark figure of how much it would cost to use a central optical scan tabulator for the election. The central optical scan tabulator would provide a faster count and a better count. Dominion Voting Systems informed him that it would cost approximately twelve thousand dollars to use such a system, and it was determined that it was outside the budget for the project.

General discussion

The Committee agreed that the project was on time and deliverables were on budget. There was some concern raised about the use of specific election terms, and the Chief Returning Officer agreed to create a lexicon list for the reference of the candidates, staff, and the elections committee.

Budget Update

The Chief Returning Officer presented the plan budget for staffing of the election. The following was presented:

Opening balance	33880.55
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CRO	\$7012.50	full time 11 weeks
DRO	\$9000.00	Part time 5 weeks, full time 5 weeks
ST James Polling station, Kings Lounge	\$1596.00	112 staffing hours, 9:30-4:30 all days
ST James Polling station, Lobby	\$1596.00	112 staffing hours, 9:30-4:30 all days
St. James Polling Station, Culinary	\$1596.00	112 staffing hours, 9:30-4:30 all days
Waterfront Campus, main lobby	\$1596.00	112 staffing hours, 9:30-4:30 all days
Casa Loma - SC Foodcourt	\$1596.00	112 staffing hours, 9:30-4:30 all days
Casa Loma - main Foodcourt	\$1596.00	112 staffing hours, 9:30-4:30 all days
Ryerson - SHE Building	\$1596.00	112 staffing hours, 9:30-4:30 all days
Floater	\$1596.00	112 staffing hours, 9:30-4:30 all days
Count	\$855.00	60 staffing hours, 9-5
Mobile Poll - Casa Loma	\$256.50	11-2, Tuesday, Thursday, Tuesday
Mobile Poll - St James	\$256.50	11-2, Tuesday, Thursday, Tuesday
Total staffing -action	\$30148.50	
Training	\$1140.00	assuming 40 staff, 2 hour training
Total staffing cost	\$31288.50	
Closing Balance	\$2592.05	

A few points were raised. First, it was agreed to add another hour to training to include workplace etiquette regarding behaviour and inclusiveness and awareness of the Student Association role and mission. The Chief Returning Officer said that cost for this is likely around \$520.00, and can be absorbed by the budget.

Second, it was asked if a polling station could be added at the Young Centre for the Performing Arts and the Sunnybrook Hospital Site one or two days during the election season. The Chief Returning Officer presented two options. The first would be have a physical polling station at those campuses and the second would be to have a special (mail in) ballot process in place. The Chief Returning Officer would be contacting the appropriate programs and looking at the options.

The Chief Returning Officer then presented supplies budget, and reported that as of that day \$19.50 had been spent and \$10,849.38 will be remaining. The Chief Returning Officer reported that the supplies budget is mainly going to depend on the outstanding RFP and RFQ.

Process Updates

The Chief Returning Officer presented a number of processes which have been worked on and will continue to provide the committee updates via email when new procedures are in place. The issues of the ballot box verification procedures came up and the storage of the boxes was said to be a continued work in progress with a number of different options available. The Elections Committee agreed that they can make arrangements so that one member of the committee is present when the ballot boxes are put into and retrieved from storage each day.

Communications/Marketing

The various issues regarding communications and marketing were discussed. These ideas included:

- The use of candidates profile on YouTube in addition to the profiles in *the Dialogue*;
- The streaming of debates on Facebook Live, and YouTube, including the streaming of the debates on screens in the other campuses;
- The creation of a best practices idea sheet to include in the candidates packages; and
- Comparing best practices on other colleges.

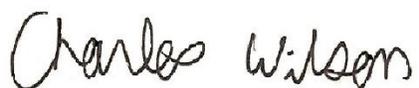
It was agreed that a campus debate will be held on the St. James, Waterfront, and Casa Loma campuses.

Next Meeting

The Next meeting will be held on March 1, 2017 at 1:00 p.m. at the Casa Loma Campus.

Adjournment

The meeting adjourned at 1:15 p.m.

A handwritten signature in black ink that reads "Charles Wilson". The signature is written in a cursive, slightly slanted style.

Chief Returning Officer