



# Minutes

A MEETING of the CENTRAL ELECTION AND SEARCH COMMITTEE was held on Tuesday, April 10, 2018 at 6:00 p.m.

Present: B. Dony, P.Eng., President [via teleconference]  
G. Comrie, P.Eng. Past President  
N. Fung, P.Eng. [via teleconference]  
J. Obaid, P.Eng. [via teleconference]  
H. Wojcinski, P.Eng. [via teleconference]

Staff: J. Zuccon, Interim Registrar  
R. Martin, Manager, Secretariat  
D. Manico-Daka, Manager, Information Technology  
E. Chor, Research Analyst

Regrets: T. Chong, P.Eng., Chair

**CALL TO ORDER** Notice having been given and a quorum being present, G. Comrie, acting as Chair, called the meeting to order.

**APPROVAL OF AGENDA** Moved by H. Wojcinski, seconded by N. Fung:

**That the agenda be approved as presented.**

**CARRIED**

**APPROVAL OF MINUTES FROM MARCH 1, 2018 OPEN SESSION MEETINGS** Moved by J. Obaid, seconded by N. Fung:  
**To approve the March 1, 2018 open session minutes as presented.**

**CARRIED**

**MATTERS ARISING FROM THE MINUTES** R. Martin reviewed the action items from the March 1, 2018 meeting.

**ELECTRONIC SIGNATURE REVIEW** D. Manico-Dake provided an update regarding electronic signatures. She provided options regarding HelloSign and DigiSigner. All committee members were requested to provide their signatures for testing purposes. Audit trails for for both HelloSign and DigiSigner were shown at the meeting. Both trails include the time of activity and the IP address used which makes it very easy to trace who signed the document.

D. Manico-Dake advised that there is an option available where recipients can sign and return the document upon receipt rather than having to wait for those on the list before them to sign. This ensures that the process is not delayed because one of the signers is away on vacation, etc. Committee members provided their feedback on both options.

D. Manico-Dake advised that placing the cursor on the corner of the signature box can adjust the font size. It was noted that this was not an intuitive function. It was also noted that email addresses of those being asked to sign were visible on HelloSign. Some members felt that the interface of DigiSigner was more in line with the Nomination Petition form.

The committee discussed the example provided by H. Wojcinski. She noted that the form is neat and clean and does require cutting and pasting. It was noted that this is an Adobe form which has an associated cost and that it was decided at a previous meeting to consider options that were free.

Following discussion there were several items of concern that were brought forward. The email addresses of those individuals who are being asked to sign the Nomination Petition form should not be visible to others and the signing process should not be held up if one of the requested signers is not available or will not sign the form. The font size should be defined to accommodate the space provided, in the same manner that a fillable form would.

Past President Comrie advised that he would work with D. Manico-Dake to redesign the Nomination Petition form to make it as user friendly as possible. J. Obaid noted that the form should be set up with the nominees in mind since they will be the ones who will be using the form to obtain signatures.

## **2018 CESC ISSUES REPORT**

The committee reviewed and amended the 2018 Issues Report which will be presented to Council at its June 2018 meeting for approval.

There was some discussion regarding issues related to the 2018 Regional All Candidates meetings. This included late scheduling of these meetings due to staff shortages. R. Martin advised that, in future, dates for these meetings will be announced in September/October in order to provide candidates with as much notice as possible. This item will be on the agenda for a future RCC meeting. RCC will then present a clear set of procedures to Council. This information will also be shared with the Central Election and Search Committee. Past President Comrie advised that he would discuss this further with the RCC Chair.

## **MODIFICATION OF THE NOMINATION PROCESS**

Two documents, Attributes of a Governing Councillor and Automation of Nomination Process for Election to PEO Council, were included in the agenda package. In the interest of time, this item was deferred until the next meeting so that fulsome discussion can take place. Past President Comrie requested that in the meantime, members review both of the documents and provide any feedback to him, particularly if there are any contentious items.

## **OTHER BUSINESS**

There was no other business brought forward for discussion.

**NEXT MEETING**

A doodle poll will be sent out to determine the date of the next meeting.

There being no further business, the meeting concluded.

These minutes consist of three pages.

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G. Comrie, P.Eng., Acting Chair

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R. Martin, Manager, Secretariat