



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: June 12, 2017
To: Mayor and Council
Author: Jennifer Astrologo, Director of Corporate Services
RE: Vote by Mail – 2018 Election Service Provider
Report No.: CS-2017-014

AIM

To obtain Council's approval to waive the requirement to obtain a minimum of three (3) quotations for the provision of vote by mail ("VBM") services and enter into an agreement with Dominion Voting Systems Corporation ("Dominion") to provide VBM services for the 2018 election.

BACKGROUND

On April 10, 2017, Council passed a motion authorizing the alternative voting method of VBM for the 2018 election:

"That Council approves Vote by Mail as the alternative voting method for the 2018 municipal election and have three (3) Ballot Return Stations, in Kingsville, Cottam and Ruthven on Voting Day for residents to return their mail in ballot."

DISCUSSION

The Town's Procurement of Goods and Services Policy ("Procurement Policy") outlines the procedures to be followed depending on the cost of the good/service that is acquired. For services estimated to cost between \$10,000 and \$50,000, a minimum of three (3) quotations are to be received before the Town commits to a vendor.

It is estimated that the cost of VBM services would range between \$20,000 and \$30,000 and includes training, election-day support, rental of tabulators, shipping costs, accessibility services and necessary software to conduct the election. This amount does not include voter list services, VBM ballot kits or other election-day consumables.

The 2006 and 2010 elections were conducted by VBM and Dominion provided the necessary services to the Town to assist with the election in this regard. From the documentation reviewed, the Town did not experience any issues with the services provided by Dominion. In fact, neighbouring municipalities that have used Dominion have been pleased with the quality of the service they received.

It is anticipated that the Town of Lakeshore will be engaging Dominion to provide VBM services for the 2018 election as well, and therefore, the Town may be able to pair some services with Lakeshore and realize a small savings on the costs associated with a couple of services (i.e. training).

As part of its complement of services, Dominion can provide the necessary accessibility equipment to provide persons with disabilities the opportunity to vote privately and independently. For electors who cannot negotiate a paper ballot, a ballot marking device (monitor and software) is used to assist a voter through paddles, hand-held vote selector, headsets and/or a sip-and-puff device.

Recognizing that:

- i) the Town encountered several service provider issues during the previous election;
- ii) Council chose to return to the VBM method of election, which yielded strong turnout rates;
- iii) Dominion provided services to the Town during both the 2006 and 2010 VBM elections; and,
- iv) the Town was satisfied with the services that were provided by Dominion,

it is recommended that Council dispense with the requirements of the Procurement Policy and permit the Director of Corporate Services to negotiate with Dominion for the provision of VBM services for the 2018 election.

LINK TO STRATEGIC PLAN

No direct link to the strategic plan.

FINANCIAL CONSIDERATIONS

In Report No. CS-2017-007, presented to Council on April 10, 2017, the cost of a VBM election was estimated at \$55,000-\$65,000. The cost of the services, if provided by Dominion, are estimated to cost between \$20,000 and \$30,000 and were included in the election estimates previously provided to Council.

CONSULTATIONS

CAO
Manager of Financial Services
Deputy Clerk – Administrative Services

RECOMMENDATION

That Council dispense with the requirements of the Procurement Policy and authorize the Director of Corporate Services to negotiate with Dominion Voting Systems Corporation for the supply of Vote by Mail services for the 2018 municipal election.

Jennifer Astrologo

Jennifer Astrologo, B.H.K. (hons), LL.B
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer