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Date: April 13, 2018
To: Mayor and Council
Author: Jennifer Astrologo, Director of Corporate Services
RE: DataFix – Vote By Mail Addendum Agreement
Report No.: CS-2018-11

AIM

To provide Council with information regarding an amendment to the Voter List Management Services Agreement for the provision of Vote by Mail Services for the 2018 Municipal Election and to seek Council's authorization for the Mayor and Clerk to execute said agreement.

BACKGROUND

On or about March 2, 2015, the Town entered into an agreement with DataFix for Voter List Management Services. As part of that agreement, Town election officials have access to an Internet-based application known as VoterView. VoterView allows election officials to electronically access the municipality's electoral information and voter counts, and to make corrections to the voters' list.

Since the Town will be using the Vote by Mail method of election for the 2018 municipal election, additional vote by mail services are necessary. Therefore, the Town must enter into an amending agreement with DataFix for the provision of these services. This agreement is similar to the agreement entered into with DataFix back in 2010 when they were engaged to provide the vote by mail services for the 2010 election.

DISCUSSION

Attached at Appendix "A" is the Addendum to the Voter List Management Services Agreement. Administration proposes to obtain the following services from Datafix to assist with the administration of the election:

1. Online Voter Services ("OVS"); and
2. Voter Kit Production.

The OVS allows electors within the Town to electronically check the Voters' List to ensure that they are registered to vote. The OVS provides three key functions for an elector that engages the system: i) whether the elector is on the Voters' List, ii) where the elector can vote, and iii) who the candidates are for that elector.

Additionally, Datafix will also produce the Voter Kit for each elector listed on the Voters' List. The Voter Kit includes the white outer envelope, yellow return envelope, ballot and secrecy envelope, and voter instructions/declaration. This is not a service that Corporate Services can provide in-house and therefore we must engage DataFix for the provision of this service.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

The estimated additional fee for the Vote by Mail and Online Voter Services is \$19,670.00, plus applicable tax, which amount gives the Town credit for payments already made under the existing agreement. The addendum estimates 14,800 Vote by Mail kits, but the final invoice will reflect the actual number of kits purchased. Each kit costs \$1.65, exclusive of postage.

Canada Post will invoice the Town directly for postage and such costs will be based on actual usage.

CONSULTATIONS

None

RECOMMENDATION

That Council authorizes the Mayor and Clerk to execute the Addendum to the Voter List Management Services Agreement with Comprint Systems Incorporated (doing business as DataFix) for the provision 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