

APPENDIX "A"

Addendum

To the

VOTER LIST MANAGEMENT SERVICES AGREEMENT

This document is to be appended to the existing Voter List Management Services Agreement for the provision of VoterView List Management Services dated the 2nd day of March 2015 (the "**Effective Date**").

This Addendum is made in duplicate as of the 12th day of April 2018.

BETWEEN:

COMPRINT SYSTEMS INCORPORATED (doing business as "DataFix"), an Ontario corporation with its registered office at
40 University Avenue
Suite 1010
Toronto Ontario M5J 1T1

("DataFix")

AND:

The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9

(the "**Town**")

In reference to the previously issued Agreement for Voter List Management Services, dated the 2nd day of March 2015, the changes and additions listed below are to be incorporated. All other conditions remain the same.

These changes/additions are the Terms and Conditions to support the addition of Vote by Mail and Optional Module.

Introduction

In addition to the VoterView List Management Services, DataFix will also provide to the Town, Vote by Mail Services and Integration Codes for use of the Optional Module.

All terms and conditions under which the work will be carried out are found within the Voter List Management Services Agreement and are in force for the duration of time covered by this Addendum.

Execution and Effective Date

This Addendum to the Agreement of the 2nd day of March 2015, shall become effective from the date of signing, and shall remain in effect until superseded or until December 31, 2018, whichever should come first.

1.0 Optional Module

1.1 DataFix will provide access and integration codes to the Town for the use of the following Optional Module.

a) Online Voter Services (OVS)

1.2 The Town has been subscribed to the following Module:

1.3 Online Voter Services (*formerly Internet Voter Lookup (IVL)*)

The Online Voter Services (OVS) will allow voters within the Town to check the Voters' list to ensure they are registered to vote, determine who their candidates are and where to vote. Based on a query from a voter, a "Yes" or "No" confirmation will be provided.

The Online Voter Services will include three key functions:

- a) Am I on the Voters' List?
- b) Where do I Vote?
- c) Who are my Candidates?

The URL for the OVS will be that of the Town and there will be no reference to DataFix.

2.0 Vote by Mail

DataFix will produce, through its partner Doculink Canada, a voter kit for each elector contained on the voters' list for the Town.

2.1 The Voter Kit

Each Voter kit will consist of the following:

- a) Outer Envelope – 24 lb. white wove 4 1/8 x 9 1/2 with double window printed black
- b) Return Envelope (Business Reply) – 24 lb. Canary (yellow) 4" x 9" with double window printed black
- c) Secrecy envelope – 24 lb. white wove 3.75" x 8.75" non-window printed black
- d) Ballot – 8.5" x 11"
- e) Voter declaration/Instruction letter – 8.5" x 11" with horizontal perforation

2.2 Responsibility of the Town

To guarantee that mail items are processed and deposited with Canada Post to meet the in-house delivery dates, a number of items are required by DataFix to prepare the Voter Kits. All of these requirements along with their cut-off dates will be posted on the Home Page in the VoterView application. To ensure a smooth transition it is imperative that these dates are respected.

It is the Town's obligation to provide all the postal requirements outlined below as well as meet the cut-off dates posted in the VoterView application. Requests received after the cut-off dates may be subject to additional processing fees.

2.3 Artwork for Postal Indicia/Canada Post Customer Number

The Town will be responsible for providing to DataFix, the following Canada Post items to create the Voter Kits:

- a) Business Reply Permit: A Canada Post approved artwork and permit number for use with the yellow Election Return Envelope
- b) Standard Lettermail and/or Incentive Lettermail Customer Number and Agreement Number for mailing the Voter Kits

Note: The Town will be invoiced directly by Canada Post for all postage usage, i.e. outgoing and the return of business reply mail items.

2.4 Camera Ready Artwork

The Town is responsible for providing DataFix with the required Camera-Ready Artwork of its municipal logo as well as the return address to be displayed on the voter kit. All artwork must be provided electronically and must meet the required specifications.

2.5 Blank Kits Request

Requests for blank Voter Kits and appropriate volumes must be provided to DataFix by the specified due date. Requests received after the cut-off dates may be delayed since priority will be given to the processing of the outgoing Voter Kits.

2.6 Mail Drop Date Selection

Request for mail drop dates and cut-offs will be posted in the VoterView application. Mail drop date selection will be granted on a first come first served basis. Requests received after the cut-off date will be assigned the next available print window.

Note: DataFix will ensure that all mail items are deposited with Canada Post to meet the in-house delivery dates.

3.0 Fees and Payment Terms

In consideration for the Services outlined above, the Town will pay DataFix an estimated fee of **\$19,670.00** plus taxes, (the "**Vote by Mail and Optional Module Price**").

The Vote by Mail and Optional Module Price will include the following:

(a) List Management, Vote by Mail - estimated 14,800 kits @ \$1.65 (Final Invoice will reflect the actual number of Voter Kits mailed)	\$24,420.00
(b) Online Voter Services	\$ 1,750.00
TOTAL	\$26,170.00

3.1 Payment Information:

(a) Payment made to date	\$ 6,500.00
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3.2 Balance Owning	\$19,670.00
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