



# Staff Report

## Administration – Town Clerk

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**Report To:** COW- Admin, Corp and Finance, SI, Comm. Services  
**Meeting Date:** April 7, 2025  
**Report Number:** ADM.25.022  
**Title:** 2026 Municipal Election – Single Source, Alternative Voting Method Provider  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report ADM.25.022, entitled “2026 Municipal Election – Single, Source, Alternative Voting Method Provider”;

AND THAT, in accordance with the Town’s “Purchasing of Goods & Services Policy, POL.COR.07.05”, Council approves the request to Single Source the purchase of internet and telephone voting services for the 2026 Municipal Election with Simply Voting.

### B. Overview

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This report is requesting Council approval to single source a contact with Simply Voting for the 2026 Municipal and School Board Election, for the provision of internet and telephone voting.

### C. Background

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At the January 27, 2025 Council Meeting, Council approved Electronic Voting – Internet and Telephone as the voting method for the 2025 Municipal and School Board Election. Staff are now proceeding with the selection of a service provider for internet and telephone voting.

#### Opportunity for Collaboration

The Grey County Clerks group have been meeting to prepare for the 2026 municipal election. As in previous municipal elections, the Grey County Clerks welcome all opportunities for joint communications, advertising, and development of procedures. Of the nine Grey County municipalities, as at the writing of this staff report six municipalities have chosen alternative voting by internet and telephone, one municipality selected internet voting, one municipality has selected vote by mail, and one has yet to confirm.

A number of Grey County municipalities contracted with Simply Voting in 2022, and as at the writing of this report, a number are again contracting with Simply Voting. The municipalities

that utilized Simply voting had no issues with their elections and were very satisfied with their services.

It would be advantageous for the Grey County municipalities that have approved internet and telephone voting to utilize the same service provider. This will facilitate time and cost savings in terms of shared resources including training, communications and advertising, service provider management, and the development of common procedures. Although each municipality would contract with Simply Voting separately, savings will be realized in the collaboration opportunities.

In communications with Simply Voting, the cost per elector has been quoted as follows:

\$1.75 per elector for internet and telephone voting  
    .30 per elector for voter information letter

\$2.05 per elector, plus HST.

Using the number of electors from the 2022 municipal election, being 13,903 electors, the estimated cost to contract Simply Voting would be approximately \$28,501.15. It should be noted that the actual cost will be determined based on the number of eligible electors in the 2026 municipal election.

## **D. Analysis**

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### **Requirements of the Town's "Purchasing of Goods and Services Policy, POL.COR.07.05"**

Section 9 of the Town's Purchasing Policy provides that Single Sourcing is a method of procurement whereby there is more than one vendor able to supply the service and a purchase order is issued or contract awarded without a competitive bidding process. The use of Single Sourcing with a particular vendor exceeding \$25,000 must be approved by Council. In order for a division to Single Source for services exceeding \$25,000, an operating strategy must be presented with Purchasing input and approved by Council, outlining the rationale.

The rationale, as provided by the Town Clerk, for the request for Council approval to Single Source a contract with Simply Voting for the provision of internet and telephone voting is that the service that will be provided by Simply Voting is of paramount consideration, together with the added opportunity for collaboration with other local municipalities that have contracted with Simply Voting. Given the estimated cost for the services, staff believe that cost and time required to proceed through a competitive procurement process would be impractical. As noted in the Financial Impact section of this report, the cost to contract the services of Simply Voting is within the amount budgeted for the 2026 election.

## **E. Strategic Priorities**

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**1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

**2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

**F. Environmental Impacts**

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None

**G. Financial Impacts**

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The cost of the 2022 Municipal and School Board Election was \$72,000, this does not include any allocation of Clerk's staff time.

Currently there is \$153,743.37 in the Council Reserve Fund, \$100,000 of which has been contributed from 2023 to 2025 specifically for elections.

**H. In Consultation With**

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Adam Smith, Acting Chief Administrative Officer  
Monica Quinlan, Director of Corporate & Financial Services  
Serena Wilgress, Manager of Purchasing & Risk Management

**I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca) .

**J. Attached**

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None

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:

Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)

519-599-3131 extension 232

### Report Approval Details

Document Title:	ADM.25.022 2026 Municipal Election - Single Source, Alternative Voting Method Provider.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

**Adam Smith - Apr 2, 2025 - 12:30 PM**