



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Jennifer Astrologo, Director of Council Services/Clerk

**Department:** Council Services

**Date of Report:** July 22, 2025

**Report Number:** CS-2025-005

**Subject:** Internet Voting Service Provider – 2025 Municipal By-Election and 2026 Regular Election

### **Recommendation**

That the report of the Director of Council Services/Clerk dated July 22, 2025 (CS-2025-005) regarding Internet Voting Service Provider – 2025 Municipal By-Election and 2026 Regular Election be received;

And that, the contract for the internet voting provider for the 2025 By-Election and 2026 Regular Election, in the amount of \$151,083.90, exclusive of H.S.T., be awarded to Comitia Canada Inc.;

And that, the Mayor and Clerk be authorized to execute the necessary documentation to give effect to said contract.

### **Report**

On or about June 18, 2025, a Request for Proposal (“RFP”) was issued inviting prospective bidders to submit a proposal for the provision of a fully hosted internet-based voting platform, along with the preparation and mailing of voter information cards and requisite support services, for the 2025 Municipal By-Election and 2026 Regular Election (RFP-CS-2025-01). The deadline to submit a proposal to the Town was 11:00 am, Wednesday, July 2, 2025.

The Town received four (4) bids in response to the RFP, receiving submissions from Sequent Tech Inc., Comitia Canada Inc., Simply Voting Inc. and Voatz, Inc. (Voatz Canada Ltd.). An Evaluating Committee was established to review and score the bids.

The evaluation criteria was broken down into a technical score (points “i” to “iv”) and a financial score (point “v”):

- i. Bidder Overview, Qualification, and Project Team

- ii. Project Approach, Implementation Plan, and Support
- iii. Technology, Functionality, and Security
- iv. Value Added
- v. Bid Price

After combining the technical and financial evaluation scores, Comitia Canada Inc. ("Comitia") is the proponent with the highest score. Comitia has significant experience delivering election solutions to government and public sector entities. It scored well in all categories of the technical evaluation and Administration is confident that the Town will be well-served by using this vendor for the two (2) upcoming election events.

## **Consultations**

None.

## **Financial Implications**

Comitia's bid proposal for the voting platform, project management/support services, and the design, printing, and mailing of the voter information cards is \$75,541.95, exclusive of HST, for each of the election events, for a total bid price of \$151,083.90, H.S.T. excluded. This amount is based on an electoral population of 28,135. These amounts will be funded primarily from the Election Reserve, which currently has a balance of \$149,000.00, and the difference will be drawn from the Tax Stabilization Reserve.

## **Prepared By:**



Jennifer Astrologo  
Director of Council Services/Clerk

## **Link to Strategic Goals**

- 1. Enhancing organizational excellence - Not Applicable
- 2. Strengthen the community's engagement with the Town - Not Applicable
- 3. Grow and diversify the local economy - Not Applicable
- 4. Build on our high-quality of life - Not Applicable
- 5. Sustaining strong public services and infrastructure - Not Applicable

## **Communications**

Not Applicable.

**Report Approval Details**

Document Title:	Internet Voting Service Provider – 2025 Municipal By-Election and 2026 Regular Election.docx
Attachments:	
Final Approval Date:	Jul 11, 2025

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



Chief Administrative Officer

Joe Milicia