

Agenda

Regular Meeting of Council

Corporation of the Township of The North Shore
Wednesday, November 5th, 2025
6:00 PM

Township of the North Shore is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87525517572?pwd=vlSQC02Xap1nZyG5UGELKjprM2CsD.1>

Meeting ID: 875 2551 7572

Passcode: 773137

This meeting is being held in a Hybrid setting. Attendees may choose to attend via ZOOM or in person in the Municipal Office Council Chambers located at 1385 Highway 17, Algoma Mills.

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST
4. PRESENTATIONS/DELEGATION
 - a) HNCEA - Community Economic Development (CED)
5. ADOPTION OF MINUTES
 - a) Minutes of the Special meeting of October 22, 2025
6. COUNCIL MEMBERS REPORT
 - a) Mayor Tony Moor - Report regarding meeting with MTO on October 30, 2025
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
 - a) Celebrate Canada 2026 Grant Application
 - b) Proposed 2026 Meeting Calendar
 - c) Canada Summer Job 2026 Grant Application
 - d) Environmental Committee establishment and Terms of Reference
 - e) 2026 Municipal Election - Alternative Voting
 - f) Procurement Policy
 - g) ELNOS Director Candidate Nomination 2025-2026

Consent Agenda

- a) Letter and email from Hydro One regarding Insulator Replacements
- b) AMO's Healthy Democracy Leaders Series: Stronger Leaders, Stronger Communities - Free workshop opportunities for leaders seeking re-election or first-time aspiring candidates
- c) 2024 Annual Report - Elliot Lake and Blind River Court Service Area
- d) Letter from MMAH regarding Bill 17 changes

8. OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS

9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- a) By-Law 25-33 being a By-law Relating to the 2026 Municipal Election matters (language(s) used for election forms/notices/information; use of alternative Voting method and use of vote counting equipment) for the Corporation of the Township of The North Shore.
- b) By-Law 25-34 being a By-Law for the Corporation of the Township of The North Shore to enter into an Agreement with Simply Voting and DataFix VoterView for voting by telephone/internet for the year 2026 Municipal Elections.

10. NOTICES OF MOTION

11. QUESTION PERIOD

12. CLOSED SESSION

13. REPORT FROM CLOSED SESSION

14. CONFIRMATORY BY-LAW

By-law 25-35 being a by-law to confirm the proceedings of Council at its meeting held November 5, 2025, be read a first, second and third time enacted and passed.

15. ADJOURNMENT

YOU'RE INVITED...

4a

Community Economic Development Workshop

JOIN COUNCIL MEMBERS, FIRST NATIONS AND COMMUNITY LEADERS FROM ACROSS OUR REGION FOR A PRACTICAL WORKSHOP ON REGIONAL COMMUNITY ECONOMIC DEVELOPMENT.

WHY ATTEND?

- HEAR FROM GOVERNMENT OF ONTARIO REPRESENTATIVES
- UPDATES ON FUNDING & SUPPORTS
- EXAMPLES OF REGIONAL COLLABORATION
- TOOLS YOU CAN USE LOCALLY
- CONNECTIONS WITH LEADERS & PEERS

YOUR VOICE MATTERS — HELP SHAPE A SHARED VISION FOR ECONOMIC GROWTH AND COMMUNITY PROSPERITY.



WORKSHOP DETAILS (2 SESSIONS AVAILABLE)

13 NOVEMBER 2025

SOWERBY HALL ~ 1410 BASSWOOD LAKE RD, THESSALON 10:00 AM – 2:00 PM OR 6:00 – 8:00PM PM.

JOIN US!

R.S.V.P.

www.hncea.ca

info@hncea.ca



Community Economic Development

How Community Economic Development Drives Local Prosperity and Resilience

What is Community Economic Development (CED)?

2

- It's a process.
- A community uses resources to attract capital and increase physical, commercial, and business development and job opportunities for its residents.
- Which activities are right for your community?

Definition of Community Economic Development

Community Economic Development is the *process* of undertaking programs, policies or activities that foster an *environment* resulting in the *creation* of *wealth* and *well-being* for the benefit of the *community*.



Community Economic Development

Today's community economic development functions cover both.

Economic Development

Workforce
Business Activity and
Climate
Development Land
Entrepreneur, etc.

Community Development

Residents
Quality of Life
Housing, Social Services,
Education, etc.

Community Economic Development is Important!

Community Economic Development aims to:

- Improve quality of life
- Maintains and increases the tax base
- Promote your community's assets
- Increase productive use of property and infrastructure
- Train or attract more skilled workers
- Bring new businesses in and promote the community
- Keep businesses by helping them solve problems
- Create or retain jobs and support more job variety
- Help entrepreneurs and new firms succeed

The Goal of CED

6

Improving the economic well-being of a community through:

- Job Creation
- Job Retention
- Tax Base Growth
- Quality of Life

And this is done....

Community Economic Development Activities

There is a spectrum of different activities in which a community can be engaged.



How to Decide What's Right for Your Community

- Inventory Community Assets
- Assess Community Readiness
- Understand Opportunities and Trends
- Build a Community Economic Development Team
 - Locally and regionally
- Create a Plan
- MRA/OMAFA Programs, Tools and Resources that support CED



Consider Working Regionally

- Common challenges or opportunities
- Pooling resources is an option
- Opportunities to share knowledge
- Leveraging grant applications

CED questions?

What municipal or band policies support business start-up?

What indirect jobs are created by small business?

What induced jobs are supported with consumer spending?

What induced jobs are created with support quality of life for the employees of your local businesses.

What buy local initiatives are you supporting or enabling?

What youth programs do you support regarding youth engagement and that would contribute to future retention and investment in the community.

What is your community 'brand' or 'image'?

What are your regional and collaborative plans? Projects?

Community Economic Development is a Process



- CED Takes careful planning and time



- There is no "silver bullet"



- CED requires resources



- Be ready



- Celebrate and communicate your success

Thank you

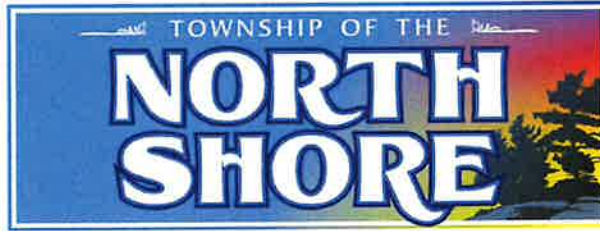
Please join us for the workshop in October to see what resources, tools and activities that can support your community.

Workshop guest include:

Pierrette Desrochers, Ministry of Rural Affairs (MRA), Economic and Business Advisor

Julie Poirier Mensinga, Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA), Economic and Business Advisor

Suzanne Faubert-Astles, Ministry of Northern Economic Development & Growth (MNEDG), Northern Development Advisor



Minutes

Regular Council Meeting
Township of the North Shore
Wednesday, October 22nd, 2025
6:00 p.m.
Hybrid Meeting

ATTENDANCE

Council: Tony Moor - Mayor
Richard Welburn - Ward 1 - electronic
Len Menard - Ward 2
Tracey Simon - Ward 3
Robin Green - Councillor at Large

Staff: Matt Simon, Public Works Manager/Fire Chief
Rachel Schneider, Municipal Clerk/Deputy Treasurer
Craig Davidson - Interim Treasurer - electronic

CALL TO ORDER

The Mayor called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

RESOLUTION #25-229

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda as circulated

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

PRESENTATIONS/DELEGATION

a) Cunningham Swan - Integrity Commissioner Reports dated June 20, 2025, and August 7, 2025

RESOLUTION #25-230

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approves to make the Integrity Commissioner reports, as presented to Council by Cunningham Swan at the October 15th, 2025, Regular Council meeting, available to the public by adding the reports to the Township's website, and by providing a copy of the report to the public upon written request.

CARRIED

RESOLUTION #25-231

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the recommendations for penalty sanctions outlined in the Integrity Commissioner report dated June 20, 2025, for File number 36669-25 involving the Councillor of Ward 1 Richard Welburn

Councillor Simon requested a recorded vote.

Results:

Councillor R. Green - Nay

Councillor L. Menard - Yea

Councillor T. Simon - Nay

Councillor R. Welburn - Nay

Mayor T. Moor - Yea

DEFEATED

RESOLUTION #25-232

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council seek advice from the Integrity Commissioner regarding the penalty for Councillor Welburn to attend meetings via ZOOM only for the remainder of this term.

CARRIED

ADOPTION OF MINUTES

- a) Minutes for the Special meeting of September 30th, 2025

RESOLUTION #25-233

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approve the minutes of the September 30th, 2025, Special Council meeting

CARRIED

- b) Minutes for the Regular meeting October 1st, 2025

RESOLUTION #25-234

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approve the minutes of the October 1st, 2025, Regular Council meeting

CARRIED

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

- a) Algoma Mills Speed Reduction (verbal update)

RESOLUTION #25-235

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the verbal update from Mayor Moor about the Algoma Mills Speed Reduction for information purposes

CARRIED

b) Grant Updates report

RESOLUTION #25-236

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report providing updates for the various ongoing grants for information purposes.

CARRIED

c) Quarterly Reports - Third Quarter 2025 - Administration, Fire Department and Public Works

RESOLUTION #25-237

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the 3rd Quarter reports for 2025 for Administration, Public Works and the Fire Department for information purposes

CARRIED

d) Treasury Department Activities - Third Quarter

RESOLUTION #25-238

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the report regarding the activities of the Treasury Department for the 3rd Quarter of 2025 for information purposes.

CARRIED

e) Budget Variance Report - Third Quarter 2025

RESOLUTION #25-239

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report regarding the Budget Variance for the third quarter of 2025, for information purposes

CARRIED

f) Integrity Commissioner Complaint Statistics - January 1, 2024 - October 1, 2025

RESOLUTION #25-240

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report and accompanied chart regarding the Integrity Commissioner Complaint statistics from January 1, 2024, to October 1, 2025, for information purposes.

CARRIED

g) Proposed Letter of Support from Mayor - FONOM proposal to expand Highway 11 and Highway 17 in Northern Ontario

RESOLUTION #25-241

Moved by: N/A

Seconded by: N/A

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report and letter from FONOM regarding the proposal to expand Highway 11 and Highway 17 in Northern Ontario using the 2+1 model for consideration, and that Council review and approve that the attached support letter to be signed by the Mayor and sent to the listed recipients.

CARRIED

h) Resolution of Support - Opposition of Strong Mayor Powers and Request for Removal
RESOLUTION #25-242
Moved by: T. Simon
Seconded by: R. Green
WHEREAS the Government of Ontario has imposed "Strong Mayor Powers" on municipalities without broad consultation or consent; and

AND WHEREAS over 120 municipalities have passed resolutions opposing these powers and requested their removal, some as early as 2023; and

AND WHEREAS strong mayor powers concentrate authority in one office, undermining democratic governance, council collaboration, and transparency; and

AND WHEREAS municipalities are most effective through shared leadership and local decision-making;
AND THEREFORE, BE IT RESOLVED that the Township of The North Shore opposes the imposition of strong mayor powers and requests immediate removal from the list of designated municipalities;

AND FURTHER THAT this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Rob Flack, Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), and the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)

CARRIED

i) Resolution of Support - Exemption to Ontario regulation 343/22 - Firefighter Certification Requirements
RESOLUTION #25-243
Moved by: L. Menard
Seconded by: R. Green
WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997

AND WHEREAS Council for the Township of The North Shore acknowledges the importance of standardized firefighter training and safety

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township of The North Shore's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of The North Shore formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP for Algoma-Manitoulin Bill Rosenberg, the Fire Marshal, AMO, FONOM, NOMA and all Ontario municipalities.

T. Simon exited Council Chambers at 7:06 PM
T. Simon returned to Council Chambers at 7:08 PM

CARRIED

j) Resolution of Support - Support of Elect Respect Campaign
RESOLUTION #25-244

Moved by: L. Menard

Seconded by: R. Green

WHEREAS democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community;

AND WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions;

AND WHEREAS Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment;

AND WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office;

AND WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables;

AND WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office;

AND WHEREAS in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct;

AND WHEREAS H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials that encourages individuals to participate in the political process;

AND WHEREAS on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a non-partisan "Parliamentary Civility Pledge" to encourage all parliamentarians to commit to end workplace harassment and increase civility on Parliament Hill, modelled after the pledge developed in Halton by representatives of H.E.R.

NOW THEREFORE BE IT RESOLVED THAT the Township of The North Shore Council supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct.

AND THAT the Township of The North Shore Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at

www.electrespect.ca

AND THAT a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario's Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, relevant MPs and MPPs, Regional Police, the Ontario Provincial Police and the Royal Canadian Mounted Police.

CARRIED

k) Resolution of Support - End aerial spraying of Glyphosate

RESOLUTION #25-245

Moved by: T. Simon

Seconded by: R. Green

WHEREAS the use of aerial spraying of glyphosate for forestry poses significant biodiversity loss, harmful health effects on wildlife, loss of use of land for recreational, tourism, and hunting/ gathering purposes, water contamination, and concerns about the affects on human health.

AND WHEREAS new scientific evidence published since Health Canada's last assessment of glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and neurological diseases, reproductive toxicity, and ecosystem harm

AND WHEREAS the Province of Quebec banned the use of glyphosate for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method

AND WHEREAS municipalities have a limited ability to address the issue of the aerial spraying of glyphosate, particularly on crown land, and require provincial leadership and regulation;

AND WHEREAS many residents in the Township of The North Shore and surrounding communities have expressed concern regarding the potential environmental and public health risks associated with aerial spraying of glyphosate-based herbicides;

AND WHEREAS the Province of Ontario has a responsibility to protect the environment and public health, and must take action to reduce the harm caused by aerial spraying of glyphosate;

NOW THEREFORE BE IT RESOLVED THAT

1. The Council of the Township of The North Shore formally requests that Mike Harris Jr., Minister of Natural Resources and Forestry, reconsider the planned use of glyphosate-based herbicides in the Province of Ontario and suspend the aerial spraying initiative until further independent research and updated risk assessments are completed and reviewed;
2. The Council of the Township of The North Shore calls for the Province of Ontario to form and fund an expert stakeholder advisory committee to advise on the best courses of action to protect the land, vegetation, wildlife, waterways, air and humans from the harmful effects of aerial spraying of glyphosate.
3. The Township of The North Shore commits to working with the Province of Ontario and other municipalities to advocate for stronger Provincial leadership on aerial spraying of glyphosate

BE IT FURTHER RESOLVED THAT A copy of this resolution be forwarded to the following: the Minister of Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, the Minister of Health, MPP Bill Rosenberg, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, and other relevant provincial and regional agencies.

CARRIED

l) Resolution of Support - Northern Ontario Resource Development Support (NORDS)

RESOLUTION #25-246

Moved by: L. Menard

Seconded by: T. Simon

WHEREAS the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities

AND WHEREAS the program has been well received and has allowed municipalities, such as the Township of The North Shore, to strategically accumulate multi-year allocations in order to support larger-scale infrastructure initiatives critical to community development and economic growth

AND WHEREAS the Township of The North Shore recognizes the importance of modern, safe, and efficient infrastructure to support economic growth and industrial competitiveness

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of The North Shore strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities

AND FURTHER THAT the Province consider expanding the program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities

AND FURTHER THAT the Township of The North Shore formally supports the principle of stacking (accumulating) funding from multiple grant and infrastructure programs to advance strategic capital works, and requests continued flexibility from higher levels of government to enable effective financial planning and timely delivery of large-scale municipal infrastructure initiatives

AND FURTHER THAT a copy of this resolution be forwarded to the Minister of Northern Development, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, Algoma Manitoulin MPP Bill Rosenberg, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario (FONOM), Rural Ontario Municipal Association (ROMA) and all Northern Ontario municipalities for their awareness and support.

CARRIED

Consent Agenda

- a) Letter from OPP regarding the review of the OPP cost recovery model

RESOLUTION #25-247

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council receive item a of the October 22nd, 2025, Consent Agenda for information purposes.

CARRIED

OLD BUSINESS

- a) Lauzon Village Road Culvert Replacement

RESOLUTION #25-248

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED that Council for the Corporation of the Township of The North Shore receive the staff report as presented regarding the Lauzon Village Road Culvert replacement for information purposes.

CARRIED

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

- a) By-Law 25-31 being a by-law to approve an Accessibility Policy for the Corporation of the Township of The North Shore.

RESOLUTION #25-249

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 25-31 being a by-law to approve an Accessibility Policy for the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

CARRIED

NOTICES OF MOTION

Nil

QUESTION PERIOD

Per the Township of The North Shore Procedure By-Law, (Section 6.5.2.17) *"Questions and answers will be noted in the meeting's minutes in general terms"*

There were 9 questions asked during the Question Period of the October 22nd, 2025, meeting:

Question 1:

Name of Resident/Member of the Public - Lisa Bell Murray
Ward of property/residence - Ward 1

Question asked (in general terms) - Concern expressed about impact of constituents of Ward 1 if the Ward 1 Councillor was required to ZOOM in to meetings only, stating in person meetings are better to collaborate and for teamwork, and that interactions with Councillors in person is better. The Question was if Council would consider this when deliberating their decision.

Answer given by Council (in general terms) - The Mayor provided thanks.

Question - No question asked:

Name of Resident/Member of the Public - Alice Fahey
Ward of property/residence - Ward 1

Question asked (in general terms) - Comments on pecuniary interest and conflict of interest. No question asked

Answer given by Council (in general terms) - The Mayor provides thanks

Questions 2,3:

Name of Resident/Member of the Public - JoAnne McLellan
Ward of property/residence - Ward 1

Question asked (in general terms) - Comments of differences between October 1st and October 22nd reports to Council regarding the Lauzon Village Road culvert, comments on competitive quotes and plastic culverts. Questions - were same companies approached in 2025 as 2024? Why did Council accept first report?

Answer given by Council (in general terms) - The Mayor asks the Interim Treasurer to speak on item. The Interim Treasurer explains that Council gave direction to provide latest report and more information was provided.

Question 4:

Name of Resident/Member of the Public - Rudy Wosing
Ward of property/residence - Ward 1

Question asked (in general terms) - Comments on suggestion regarding Ward 1 ZOOMing into meetings, resolving issues, and moving on with business. Question - Why are we considering to remove him?

Answer given by Council (in general terms) - The Mayor provides thanks

Question 5,6,7,8:

Name of Resident/Member of the Public - Alice Fahey
Ward of property/residence - Ward 1

Question asked (in general terms) - What other work is needed to be done throughout the Township? Do we have a tender? Is a tender out? Are we working on these projects? Suggests developing a Committee to help staff get work done if there is no time to do it, and a process being followed so the Community can justify how money is being spent.

Answer given by Council (in general terms) - The Public Works Manager explains work completed and in process for other roads in the Township, speaks of funding and money allocated. Councillor Welburn questions the PWM on Riverview Road being completed, saying project will not be completed.

Councillor Simon called a Point of Procedure stating going off topic. The Mayor clarified conversation about culvert.

Question 9:

Name of Resident/Member of the Public - Joanne McLellan
Ward of property/residence - Ward 1

Question asked (in general terms) - When will the road surface over the culvert that was replaced on Lauzon Village Road be returned to a driveable state?

Answer given by Council (in general terms) - The Public Works Manager explained that the area was back bladed last week and the upcoming work to the area next week, which is being completed according to the availability of the suppliers.

CONFIRMATORY BY-LAW

RESOLUTION # 25-250

Moved By: T. Simon

Seconded By: L. Menard

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 25-32, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held October 22nd, 2025, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 25-251

Moved By: L. Menard

Seconded By: T. Simon

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of October 22nd, 2025, do now adjourn at 7:47 PM to meet again on the 5th day of November 2025 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer

October 30, 2025

Re: Algoma Mills Speed Reduction

Speed reduction west to include Ministry Road, Mel Lake Road and Air Service Road – MTO's engineering report did not see the need for this expansion. They will continue to monitor the speed reduction throughout Algoma Mills and will make recommendations where feasible

More easterly signage indicating upcoming speed reduction to 70kh—
notification to look into this has been sent to the appropriate MTO department

Rest Areas, Truck Pull Offs—MTO is looking at this in relation to 2+1 roads. Hearst and WAWA are presently in the works. Expansion of rest areas and truck pull offs is being further investigated. MTO is looking at purchasing appropriate municipal land; creating agreements with private companies such as Tim Hortons, A&W, McDonald's Canada, etc.

Regional MTO will attempt to keep us in the loop with respect to their decision making process.

Respectfully submitted,

Mayor Moor

7a



October 20th, 2025

Meeting of November 5th, 2025

Council Report

SUBJECT: CELEBRATE CANADA 2026 GRANT APPLICATION

RECOMMENDATION: That Council authorize staff to submit an application under the Celebrate Canada 2026 program for Canada Day 2026 celebrations by November 21st, 2025 at 4:00PM

On October 15th, 2025, the Clerk was notified via email that the grant application window has now opened for the Celebrate Canada Grant for 2025. The Township has applied for and received the Celebrate Canada grant in previous years. The deadline to apply for 2026 is November 21st, 2025, at 4:00PM.

The amount received in 2025 for the event was \$2270.00.

For 2025, the Canada Day event was held at the Lauzon Beach in Algoma Mills. A hotdog BBQ was put on by the Recreation Committee and Volunteers. Cupcakes, refreshments, and free Canada related items were available to the public as well as the hotdogs. There was a table set up for face painting and various games for the public to utilize. At dusk, the public enjoyed a fireworks display put on by the Township's Volunteer Fire Department.

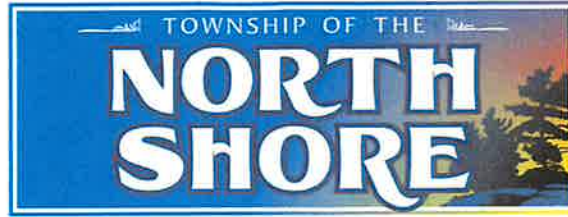
Requirements for the 2026 Celebrate Canada program include:

- The Canada Day event must be held on Canada Day, July 1st, 2026.
- Only project-related expenses are eligible, which may include:
 - promotional expenses, communications, entertainment, supplies, equipment rental
 - cake for Canada Day celebrations
 - fireworks/light shows
- Ineligible expenses include but are not limited to:
 - costs related to BBQ, general food and beverages
 - food for planning team and volunteers
 - prizes such as those associated with contests or competitions

If approved to apply for the 2026 grant, Council and the Recreation Committee will be informed once approval is received for the project, if applicable.

Prepared and Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer

7b



August 14, 2025

Meeting of November 5, 2025

Council Report

SUBJECT: 2026 Meeting Calendar

RECOMMENDATION: That Council approve the proposed 2026 Township of The North Shore Meeting Calendar as presented.

Attached is the proposed 2026 Township of The North Shore Meetings Calendar for Council's review and approval.

Following the Township of The North Shore Procedure By-Law, Regular Council meetings will be held the first and third Wednesday of each month with the exception of January, July, August, and December, which will instead have one scheduled meeting per month. Meetings are scheduled to be held at 6:00pm.

The proposed Council meetings dates for 2026 are as follows:

- January 14
- February 4 and 18
- March 4 and 18
- April 1 and 15
- May 6 and 20
- June 3 and 17
- July 15
- August 12
- September 2 and 16
- October 7 and 21
- November 4 and 18
- December 16

Recreation Committee meetings, per the Recreation Committee's Terms of Reference, will be held the second Tuesday of January, April, July, and October at 6:00 pm, and on an as-needed basis at the call of the Chairperson.

The Cemetery Committee and the Property Standards Appeal Committee do not have a Terms of Reference and meetings are at the call of the Chairperson. The Committee of Adjustment meetings are held on an as-needed basis.

Prepared and Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer



Regular Meeting - 6pm
Recreation Committee - 6pm
Municipal Office Closed

2026

Township of The North Shore Council Meetings

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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February

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March

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April

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May

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24	25	26	27	28	29	30
31						

June

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July

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30	31					

September

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October

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November

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29	30					

December

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20	21	22	23	24	25	26
27	28	29	30	31		

7c



October 20, 2025

Meeting of November 5, 2025

Council Report

SUBJECT: Grant Application – 2026 Canada Summer Jobs

RECOMMENDATION: That Council receive the report as presented, and that Council authorize staff to submit an application under the 2026 Canada Summer Jobs (CSJ) program.

The annual Call for Applications for the Canada Summer Jobs program is now open and the deadline to submit an application is December 11th, 2025, by 11:59PM.

In 2025, the Canada Summer Jobs program funded 50% of the wage (\$2403.00) of one summer student, providing a local student with the opportunity to gain work experience by learning new skills, enhancing their existing skills, and expanding their network by exchanging information and ideas with coworkers.

Public sector employers, such as Municipalities, are eligible to receive funding for up to 50% of the province's minimum wage. The minimum wage in Ontario from October 1, 2025, to September 30, 2026, is \$17.60 per hour (unless changes to the minimum wage amount are announced by the Ontario Government) .

Summer students assist our Township's Public Works department with summer related tasks, such as cleaning public washrooms/changerooms, general landscaping, beach/park clean up, grass cutting/trimming, garbage pick up, and trail/road maintenance.

Once the Canada Summer Jobs application approval is received in the Spring of 2026, if applicable, a second report will be brought forward to Council with further information and financial implications for Council's consideration.

7d



October 20, 2025

Meeting of November 5, 2025

Council Report

SUBJECT: ENVIRONMENTAL COMMITTEE ESTABLISHMENT AND TERMS OF REFERENCE

RECOMMENDATION: That Council receive the report and attachments as presented for consideration, that Council approve to establish an Environmental Committee for the Township of The North Shore, that Council approve the proposed Terms of Reference for the Environmental Committee, and that Council direct staff to advertise and accept applications for the Environmental Committee.

The Township of The North Shore Council has received comments during Council meetings that provide interest in and support the creation of an Environmental Committee.

The creation of an Environmental Committee will allow the Township of The North Shore Council to receive and review recommendations from the Committee, as the Committee will act as a working group for Council regarding matters pertaining to environmental discussions or concerns that directly affect the Township of The North Shore.

The proposed Terms of Reference, similar to those of the Recreation Committee, lays out the purpose and scope of the Environmental Committee, as well as other important details such as information regarding membership, appointment and term of Committee members. The Terms of Reference, along with the Township of The North Shore Procedure By-Law, will help the Committee successfully plan and hold meetings and follow meeting procedures that are in alignment with the Open Meetings rules of the Ontario Ombudsman. Council may wish to discuss the number of Committee members currently listed in the Terms of Reference. Once the Committee is established, appointed Committee members can review and discuss the Terms of Reference during a Environmental Committee meeting, and recommend to Council to amend the Terms of Reference, if applicable.

The creation of the Environmental Committee and the "*Application to the Municipal Council of the Corporation of The Township of The North Shore for Appointment to Boards and Committees*" form, if the Environmental Committee is established by Council, will be advertised to the public and applications will be accepted by the Clerk. Once applications are received, a report for each applicant appointment will be brought to a future Council meeting for Council to consider and appoint each Committee member.

Prepared/Submitted by: Rachel Jean Schneider, Municipal Cler/Deputy Treasurer

THE TOWNSHIP OF THE NORTH SHORE

ENVIRONMENTAL COMMITTEE TERMS OF REFERENCE

Approved by Council on November 5th, 2025

1. ESTABLISHMENT

In accordance with the Township of The North Shore Strategic plan, section 4.0, and by Resolution dated November 5th, 2025, Council has established a Committee to be known as the "Township of The North Shore Environmental Committee" for the 2022-2026 Council term to:

- a) Preserve the Community
- b) Enhance the Community
- c) Advocate for the Community
- d) Make recommendations to Council regarding Environmental related concerns and topics

2. DEFINITIONS

In these terms of Reference:

- a) "Chairperson" means the appointed person presiding at and preparing the agenda for a meeting.
- b) "Clerk" means the person duly appointed as such to assist in carrying out his or her duties under these Terms of Reference.
- c) "Community member" means a Canadian citizen who is 18 years of age or older and is either:
 - a resident or tenant of the Township of The North Shore,
 - an owner of property in the Township, or
 - the spouse or partner of such a resident, tenant, or owner
- d) "Council" means the Municipal Council for the Township of The North Shore
- e) "Council Representative" means the person who has been appointed as the representative of Council
- f) "Environmental Committee" means the Recreation Committee established by Council resolution dated November 5th, 2025
- g) "Secretary" means the appointed person who takes minutes and assists with preparing the agenda for a meeting.

3. PURPOSE

The purpose of the Environmental Committee is to act as a working group for Council regarding matters pertaining to environmental discussions or concerns that directly affect the Township of The North Shore.

The Environmental Committee will promote the stewardship, preservation, conservation, protection and enhancement of the natural environment including the shoreline and water system and how the Township of The North Shore community can safely engage with that environment in a way that improves health and wellbeing.

4. SCOPE OF COMMITTEE

4.1 - The Environmental Committee will provide advice on or make recommendations to Council on:

- Developing ways to further conserve and protect the natural environment, including improvements to existing and future Township of The North Shore programs, services, policies and planning
- Requesting input from the public and community partners concerning areas of improvement and future protection of the natural environment, where and when necessary
- Strategies to ensure that the community engages in action-oriented strategies that are aligned with the principles of relevant Township of The North Shore and Provincial policies and strategies.

4.2 - The Committee will review studies, plans, development proposals and other documents referred to the Committee by Council or Staff and provide advice or recommendations to Council regarding their environmental implications

4.3 - The Committee will research and gather information on best environmental practices for the Township of The North Shore community, with a focus on changes that can be made at the Municipal level.

4.4 - The Committee will co-operate with other governmental agencies, community groups, and Committees of Council in the advancement of environmental related matters or concerns that pertain to or directly affect the Township of The North Shore, as directed by Council.

5. MEMBERSHIP, APPOINTMENT AND TERM

5.1 - The Environmental Committee may consist of up to six (6) members, including:

- a) One (1) representative from Council.
- b) Up to five (5) representatives as community members of the Township of the North Shore.

5.2 - Appointments to the Environmental Committee shall be made as follows:

- a) One (1) member of Council shall be appointed as the Council representative, on a 1-year term (November to November, with the exception of an Election year, or if the Chairperson of the time resigns).
- b) Council shall appoint up to five (5) representatives from the public who are residents of the Township of the North Shore, and who will constitute as voting members for the Environmental Committee.

5.3 - At the 1-year mark, a new Council member may be appointed by Council as the Council Representative, or the existing Council Representative may put their name forward to be re-appointed. A formal Resolution is to be adopted by a majority vote.

5.4 - Council may, at any time, remove any member of the Environmental Committee by Council Resolution. Alternatively, the Chair of the Environmental Committee may bring forward a recommendation for the removal of the Committee member to Council for consideration.

Reasoning for removal may include:

- The Committee member is absent for three successive Committee meetings without being authorized to do so by a Resolution of the Committee
- The Committee member violates the Terms of Reference for the Recreation Committee
- The Committee member violates the Township of The North Shore Procedure By-Law
- The Committee member violates Township of The North Shore policies and procedures

5.5 - Any member of the Environmental Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Environmental Committee.

5.6 - The Term of the Environmental Committee, with the exception of Council members, shall be for the term of Council.

5.7 - All members of the Environmental Committee shall serve without remuneration.

6. CHAIRPERSON AND SECRETARY

6.1 - The Chairperson and the Secretary shall be determined by the Environmental Committee each year (as a 1-year term) and a formal Resolution by the Environmental Committee for each position is to be adopted by a majority vote.

6.2 - If there are no members of the Environmental Committee (including the Council Representative) that put their name forward for appointment as the Chairperson, the Council Representative will automatically assume the role of Chairperson for the 1-year term.

a) In the case where it is scheduled that a new Chairperson is to be appointed, the meeting to appoint will be held previous to the 1-year term ending.

b) If any resignation/vacancy in the office of Chairperson should occur during the 1-year term for any reason, the members of the Environmental Committee shall elect a new member to fill the position for the remainder of the 1-year term at the Environmental Committee's next scheduled meeting.

6.3 - If the next scheduled meeting is not scheduled within seven (7) days of the resignation/vacancy notification, a special meeting will be called to be scheduled within seven (7) days of the resignation/vacancy notification by the Secretary.

6.4 - The Secretary shall call the meeting to order to appoint a new Chairperson of the Environmental Committee after receiving a resignation/vacancy notice and act as the Chairperson until the appointment is made, to which the new appointed Chairperson will assume the role of presiding official and shall preside over the remainder of the meeting.

7. MEETING PROCEDURES

a) The Environmental Committee shall abide by the procedures and limitations included in the Township of The North Shore Procedural By-law 19-13 as well as the Township of the North Shore's Code of Conduct, and Workplace Anti-Violence, Harassment and Sexual Harassment Policy.

b) The following attendance of members of the Environmental Committee at a meeting shall constitute a quorum:

Committee of 6 members – 4 members needed at meeting for quorum.

Committee of 5 members – 3 members needed at meeting for quorum.

Committee of 4 members – 3 members needed at meeting for quorum.

Committee of 3 members – 2 members needed at meeting for quorum.

If there is no quorum present within 15 minutes of the scheduled time of the meeting, the Secretary must:

- i) Record the names of those present and absent and:
- ii) Adjourn the meeting until the next scheduled meeting date.

c) Minutes of the Environmental Committee meeting must be recorded and are to be signed by the Chairperson and the Secretary after the Environmental Committee approves them. Original signed minutes will be forwarded to the Clerk for safekeeping and posted on the Township's website for public viewing.

d) The Environmental Committee meetings will not formally be scheduled for the year but may instead be decided by the Committee during a meeting or will be held on an as-needed basis at the call of the Chairperson.

e) Members must abide by the Pecuniary Interest provisions of the Township of The North Shore. Members who have a direct or indirect financial interest in a matter under discussion are not permitted to participate in the discussion of or the voting of the matter. The member must declare their conflict in writing, stating the general nature of their conflict, and then leave the part of the meeting where the matter is under discussion. Declaration must be noted in the minutes and the declaration in writing shall be provided to the Clerk.

f) All members of the Environmental Committee, including the Chairperson, vote on every question unless they have declared a Pecuniary Interest. Members who do not indicate their vote are deemed to have voted against the question. If the votes are equal for and against, the resolution is defeated.

g) The Chairperson or Secretary shall prepare the Environmental Committee agenda and forward the completed agenda and all required backup to the Clerk. The Clerk will ensure the agenda package is scanned and forwarded back to the Chairperson and will have the agenda package posted to the Township's website.

The agenda with backup items shall be provided to the Clerk as soon as possible to ensure that notice of the meeting can be provided to the public at least 24 hours before the next scheduled meeting.

It is recommended that the report template provided with the Terms of Reference be utilized for reports from Environmental Committee members that are to be included on the agenda.

The agenda will be distributed by the Chairperson to the Environmental Committee members via email, unless otherwise requested by an Environmental Committee member, at least 24 hours before the next scheduled meeting. It is the responsibility of the Chairperson to contact Committee members when a meeting is called, cancelled, or rescheduled.

h) A meeting may be cancelled by the Chairperson if one of the following instances occurs:

- Meeting quorum cannot be achieved
- In the event of an unforeseen or significant event, which may include an emergency or safety concern, loss of heat/electricity/water, the Chairperson is unable to attend the meeting, there have been no reports received for the meeting/the meeting has become redundant.

If a meeting is cancelled, the Chairperson will notify the Environmental Committee members as soon as possible, and the Clerk as soon as possible who will then provide notice to the public.

i) Committee members who are unable to attend any scheduled or special meetings shall inform the Chairperson

8. RECOMMENDATIONS

8.1 - The Chairperson shall forward recommendations from the Environmental Committee to the Clerk for Council to review and deliberate on at the next scheduled Council meeting regarding matters pertaining to environmental discussions or concerns that directly affect the Township of The North Shore, with any decisions or directed by Council that can be made at the Municipal level to be by Council Resolution.

9. PUBLIC RELATIONS

9.1 - The Chairperson is responsible for communication with members of the media, if appropriate.

9.2 - Protesting, picketing, or any other similar activity that is performed by a Committee member, who is acting as an Environmental Committee member on behalf of the Township of The North Shore during the activity without the permission or direction of Council, is prohibited.

9.3 - The Chairperson and the Environmental Committee members must convey the public interest and remember that they represent the Township of The North Shore.

11. COMMITTEE MEMBERS AND VOLUNTEERS

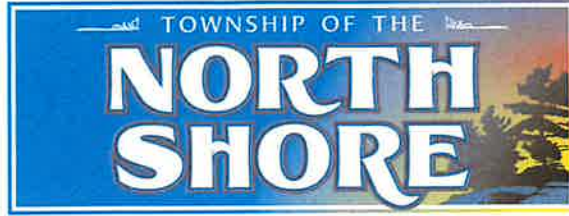
a) The Township of The North Shore's liability insurance protects both the Township and the Committee member or volunteer against claims from third parties while the Committee member or volunteer is performing volunteer activities. This does not cover loss or damage to the volunteer's property. There is no cost to the volunteer for this liability coverage.

b) Volunteers or Committee members are not authorized to use Township vehicles, and the Township does not provide auto liability coverage for a volunteer or Committee member's personal vehicle driven on behalf of the Township during their volunteering duties.

c) The Workplace Safety and Insurance Board does not provide coverage for volunteers or Committee member. Any person incurring injury or illness while volunteering will not be covered by the Township's WSIB policy.

d) The Township does not provide volunteers or Committee members with insurance for accidental death or dismemberment, nor for medical and dental expenses, nor wage loss as a result of an accident incurred by the volunteers. There is no group life insurance provided to volunteers.

e) All Committee members and Volunteers are required to sign a "Release and Waiver of Liability" form before each volunteer opportunity.



TODAY'S DATE

DATE OF MEETING

Environmental Committee Report

SUBJECT: REPORT SUBJECT

RECOMMENDATION: YOUR RECOMMENDATION FOR THE MOTION.
EG. TO PROVIDE A RECOMMENDATION TO COUNCIL, FOR INFORMATION PURPOSES

YOUR REPORT

Prepared/Submitted by: YOUR NAME, YOUR POSITION ON COMMITTEE EG –
CHAIRPERSON/COMMITTEE MEMBER

**APPLICATION TO THE MUNICIPAL COUNCIL OF
THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE
FOR APPOINTMENT TO BOARDS AND COMMITTEES**

QUALIFICATIONS:

- ☐ Resident of the Township of The North Shore
- AND**
- ☐ the spouse or partner of such owner or tenant
- ☐ *and* a Canadian citizen
- ☐ *and* eighteen years of age or older

DATE: _____

NAME: Mrs./Mr./Ms. _____

ADDRESS: _____

MAILING ADDRESS IF DIFFERENT THAN ABOVE:

OCCUPATION: _____

HOME PHONE: _____ BUSINESS PHONE: _____

FAX NUMBER _____ EMAIL: _____

COMMITTEE OR BOARD TO WHICH YOU ARE SEEKING AN APPOINTMENT:

(If more than one, please list in order of preference).

1. _____

2. _____

3. _____

ARE YOU INTERESTED IN SERVING ON MORE THAN ONE COMMITTEE? _____

FOR APPOINTMENT TO BOARDS AND COMMITTEES

FOR APPOINTMENT TO BOARDS AND COMMITTEES

PLEASE STATE YOUR REASONS FOR SEEKING APPOINTMENT TO THIS PARTICULAR COMMITTEE/BOARD AND ANY ADDITIONAL INFORMATION THAT WILL BE HELPFUL TO COUNCIL IN ITS CONSIDERATION OF YOUR APPLICATION.

(Please attach a separate sheet if necessary)

Pursuant to Section 32 (b) of the *Municipal Freedom of Information and Protection of Privacy Act*, I consent to the disclosure of this information and any attachments to the Secretary and members of any Committee to which I am appointed.

Signature

Please return completed form to:

Rachel Schneider, Clerk
Township of The North Shore
PO Box 108
Hwy 1385
Algoma Mills, Ontario P0R 1A0

Re: Committees

Phone: 705-849-2213, or 705-461-1821
E-mail: municipalclerk@townshipofthenorthshore.ca

PERSONAL INFORMATION COLLECTED ON THIS FORM WILL BE USED ONLY TO DETERMINE APPOINTMENTS TO BOARDS AND COMMITTEES. SUCCESSFUL.



October 20, 2025

Meeting of November 5, 2025

Council Report

SUBJECT: 2026 MUNICIPAL ELECTIONS – ALTERNATIVE VOTING METHODS

RECOMMENDATION: That Council receive the staff report as presented regarding the use of alternative voting in the 2026 Election, and that Council adopt a By-Law to approve the use of telephone and internet voting and a By-law for the Clerk to sign an agreement with both SimplyVoting and DataFix VoterView for the 2026 Election.

Voting Day of the next Municipal Election is Monday, October 26th, 2026.

Per Section 42 of the Municipal Elections Act:

“42 (1) The council of a local municipality may pass by-laws,

(a) authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators;

(b) authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote. 1996, c. 32, Sched., s. 42 (1).”

The 2022 Municipal and School Board Election (like the 2020 Bi-election) was held by telephone/internet voting and allowed electors to vote from anywhere electronically and by telephone. For both the 2020 Bi-Election and the 2022 Election, a kiosk was provided within Council Chambers at the Municipal office for certain days of advanced voting and on Election Day, that local electors could utilize to cast their vote online if they did not have access to a computer or internet. Voters were also able to vote by telephone.

In the 2022 Election, a total of 232 of the 644 eligible voters cast a vote (36.0%). Advanced voting started October 17th at 10AM for alternative voting from home, and eligible voters were able to utilize the kiosk at the Municipal Office on October 20th, 21st, and 24th (Voting Day). All voting Closed at 8PM on October 24th, 2022.

<u>Voting Method</u>	<u>Number of votes</u>	<u>Percentage of votes cast</u>
Internet	139	59.9%
Kiosk (at Municipal office)	51	22.0%
Telephone	42	18.1%

In preparation for the 2026 Municipal Election, the Clerk has acquired proposals from Simply Voting and DataFix VoterView (now integrated into one convenient voting solution), who the Township of The North Shore used for the 2022 Election.

Although SimplyVoting and DataFix VoterView have integrated their services, there is a requirement to have a contract signed with each company.

Breakdown of estimated costs for the 2026 Election:

SimplyVoting (See proposal attached for full explanation of what is included and excluded in their services)	System Fee for Internet and Telephone Voting	\$9500.00 (flat rate) plus HST
	Managed Voter Information Letter (VIL) (estimated)	\$270.00 (\$0.30 x 900 eligible voters) plus HST
	Postage (this number shown estimated by staff based on the current \$1.23 per letter x 900)	\$1107.00 (includes HST)
DataFix VoterView (See proposal attached for full explanation of what is Included in their services)	VoterView list management Services	\$3800.00 plus HST
	Activation Setup Fee	\$750.00 plus HST
Total including HST		\$17,288.60

The prices above for VILs are estimated by SimplyVoting for 900 eligible voters – final billing from SimplyVoting for the Township of The North Shore will be calculated based on the final number of eligible voters with letters produced. The postage fees may be different than estimated above, if Canada Post increases their rates for letter mail.

The approximate estimated cost to have the 2026 Municipal Elections by telephone/internet would be \$18,000.00, based on the above.

Costs of Previous Elections			
<u>YEAR</u>	<u>VOTING TYPE</u>	<u>BUDGETED</u>	<u>ACTUAL COSTS</u>
2022	Internet and Telephone	\$12,000.00	\$11,040.00
2020 Bi-Election	Internet and Telephone	\$15,000.00	\$30,510.17
2018	Paper Ballots	\$2,300.00	\$3,145.88

Council has allocated \$8000.00 to the Election Reserve

Prepared/Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer



**Integrated Electronic Voting Solutions
For Municipal Voting Events**

Township of The North Shore

Prepared October 24, 2025

Adrienne Hardy
Elections Director

Simply Voting Inc.
ahardy@simplyvoting.com
1 (800) 585-9694 ext. 804



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ABOUT SIMPLY VOTING

a) Profile

Simply Voting is a 100% Canadian Company with no debt and no outside investors. Our headquarters are in Montreal and our servers are strategically located in western and eastern Canada. McGill University was our first customer back in 2003, and they are still our customer along with over 5000 additional organizations. We manage voting events for associations, universities, political parties, unions, cooperatives, corporations, and federal, provincial and municipal governments. In 2022 we provided services for 50 Ontario municipal and school board elections in addition to school board elections in the Yukon.

Online voting is our only business. 24/7 and 365 days a year, Simply Voting runs 150 - 300 online elections in over 74 countries around the world at any given moment. Moreover, there are a minimum of 100,000 voters active in the system with no system failures ever, year to year.

Simply Voting's approach to the voting experience is to keep it simple. Our accessible interface is minimalist and intuitive for users of all ages and technical ability, and works on any device with a modern browser. It's easy to use and one-vote-per-voter is guaranteed.

Simply Voting's approach to voting system security is to study and follow best practices, incorporating security in our software development and engaging in third parties to audit the security and controls of our software and company.

Simply Voting's approach to customer service is to go the extra mile for the organizations we serve. We must be reachable, personable, and most importantly take ownership of all the details and project steps, even when they are "out of our court".

About Our President, Brian Lack

As President, Mr. Lack oversees all of Simply Voting's operations and takes an active role in strategic planning and product development. Mr. Lack, an election enthusiast and online democracy proponent, authored the initial version of the voting system and founded Simply Voting to better serve organizations, institutions, and communities in their democratic needs.

Mr. Lack has experience in developing custom solutions for individual projects such as the Federal NDP leadership vote, and for entire industries such as the Ontario Municipal Elections. Mr. Lack also has experience in engineering integrations with strategic industry partners. Mr. Lack is an expert in software security and web application architecture, and through his expertise he ensures that all customers served by the Simply Voting platform experience a secure and yet simple solution.

Under Mr. Lack's leadership Simply Voting has become a strong and diverse team of proven technology, business and electoral professionals. By cultivating talent and fostering a professional working atmosphere, he has been integral to the growth and success of Simply Voting since its development and launch.



About Our Vice-President, Bret Scofield

As Vice President, Bret Scofield is responsible for overseeing the day-to-day operations at Simply Voting. Mr. Scofield also contributes to strategic decisions regarding the Business Development, Marketing, and Technology departments as well.

Mr. Scofield has a wealth of experience regarding elections of varying sizes: from smaller elections to larger elections with over 100,000 eligible voters such as the 2016 PEI plebiscite. With election experience for every industry, Mr. Scofield has an intimate knowledge regarding the issues that organizations face when running election events.

Mr. Scofield is a longtime Simply Voting employee of 10+ years, and has seen the company grow and expand in size during his tenure as right-hand-man to the President.

About Our Elections Director, Adrienne Hardy

As Elections Director, Adrienne Hardy is responsible for coordinating the implementation of solutions and internal project management, including managing a team of Project Managers.

Ms. Hardy is also a core team member on high level projects as well as project lead on many others. Ms. Hardy has a wealth of project management experience from both prior to joining the team and after joining Simply Voting in 2016.

Ms. Hardy has experience managing multiple ongoing projects, as well as being a project lead or team member on complex projects, such political party leadership elections, provincial plebiscites, and municipal and school board elections in Canada.

Our Experience

Simply Voting has been providing electronic voting services for municipal and school board elections in Ontario since 2014. In 2018 our municipal customers grew to 28, and in 2022 we provided services for 50 Ontario municipal and school board elections in addition to school board elections in the Yukon that same year. In addition to regular elections, Simply Voting has also provided services for municipal and school board by-elections in Ontario and the Yukon. Additionally, our platform was used to execute the Halifax Regional Municipality's 2024 election.

Below are the 50 municipalities Simply Voting worked with in the 2022 Ontario Municipal Election cycle:

- | | |
|--|--|
| ^ Town of Deep River | ^ Municipality of Arran-Elderslie |
| ^ Township of Perth East | ^ Municipality of Brockton |
| ^ City of Stratford | ^ Municipality of South Bruce |
| ^ Township of Howick | ^ Township of Huron-Kinloss |
| ^ Municipality of Morris-Turnberry | ^ Municipality of Northern Bruce Peninsula |
| ^ Township of North Huron | ^ Municipality of Kincardine |
| ^ Township of Ashfield-Colborne-Wawanosh | ^ Town of South Bruce Peninsula |
| ^ Municipality of Central Huron | ^ Town of Saugeen Shores |
| ^ Town of Goderich | ^ Township of Lake of Bays |
| ^ Municipality of Huron East | ^ Township of Georgian Bay |
| ^ Municipality of South Huron | ^ Town of Gravenhurst |
| ^ Municipality of Bluewater | ^ Town of Bracebridge |
| ^ Municipality of West Grey | ^ Township of Muskoka Lakes |

- 
- | | |
|---------------------------------|--|
| ▲ Township of Ear Falls* | ▲ Town of Huntsville |
| ▲ Municipality of Brighton | ▲ Town of BWG |
| ▲ City of Owen Sound | ▲ City of Quinte West |
| ▲ City of St. Thomas | ▲ Town of Ajax |
| ▲ City of North Bay | ▲ Township of North Kawartha |
| ▲ City of Belleville | ▲ Township of Cavan Monaghan |
| ▲ Municipality of Clarington | ▲ Township of Havelock-Belmont-Methuen |
| ▲ Municipality of Red Lake | ▲ Municipality of Trent Lakes |
| ▲ Municipality of Sioux Lookout | ▲ Township of Otonabee-South Monaghan |
| ▲ City of Dryden | ▲ Township of Asphodel Norwood |
| ▲ City of Kenora | ▲ Township of Douro-Dummer |
| ▲ Township of The North Shore | ▲ Township of Selwyn |

Below is some feedback our Project Managers received from satisfied clerks from the 2022 Ontario Municipal Election cycle:

*2022 – Township of Ashfield-Colborne-Wawanosh:
“... The system worked absolutely perfect.”*

*2022 – Municipality of Brockton:
“... Everything went very smoothly. I am extremely pleased with the support you and your team offered.”*

*2022 – Town of Gravenhurst:
“Thank you to you and your team for a smooth efficient election. Your responsiveness was really excellent. The system was so easy and quick. Well done.”*

*2022 – Township of Perth East:
“...The customer service you and the team have provided throughout the election process has been phenomenal.”*

b) How It Works

Simply Voting's “one-step” solution is designed to seamlessly integrate with offline balloting such as paper or touchscreen balloting, but also allows for a completely internet & telephone-based election.

Voter List Management System

Simply Voting is fully integrated with DataFix VoterView, a web-based election management service designed to provide election officials with comprehensive tools for managing elector and elections-related data. This integration enables secure, real-time electronic data transfers between VoterView and the Simply Voting system for voters' list revisions and for in-person or alternative voting strike-off activity.

VoterView provides an advanced interface for election officials to perform all the functions required to maintain the list of electors. The system features an assisted search mechanism to simplify the data entry of complex elector names and addresses in addition to functionality to add, record, delete,



modify, and move electors. VoterView includes a fully integrated tool that enables real-time address correction, duplicate identification, and name anomaly processes.

For more information about DataFix, their product offerings and to obtain pricing please contact:

Hortense Harvey
National Director – Client Services
hharvey@datafix.com | Direct dial 647-435-5460 | General 416-363-8170 Ext 225

Audit Reports

Before the election begins Simply Voting will provide these third-party audit reports:

- | | |
|--------------------|----------------------------|
| ✓ SOC2 | ✓ Source Code Audit |
| ✓ PCI Compliance | ✓ Load Test |
| ✓ Penetration Test | ✓ Accessibility Compliance |

Additional third-party audit reports may be considered on a case-by-case basis, at the expense of the requesting party.

Additionally, Simply Voting will provide contingency plans revolving around:

- | | |
|----------------------------------|--|
| ✓ Canada Post Postal Strike | ✓ Temporary De-sync with DataFix VoterView |
| ✓ Service Interruption or Outage | |

Voter Information Letters (VILs)

Before voting begins, Voter Information Letters will be printed and mailed out to each elector in your elector list. The letters will include instructions for how to cast a vote as well as the voter's unique PIN.

Production of Voter information letters for the municipality will include proofing of the VIL template, (review and approval process), printing, folding, inserting and deposit to a Canada Post facility for distribution.

Each voter letter will consist of the following:

- Outer Envelope – Custom #10 security Artline double-window envelope
- Voting Instructions – One 8.5" x 11" 24 lb. sheet. Your logo, return address and "IMPORTANT INFORMATION" will be printed in the header to show through the top window of the custom envelope.
- Any additional sheets, such as Candidate Lists, can be included as an attachment for an extra cost.

Canada Post will invoice Simply Voting after the letters are deposited at a Canada Post Facility. Once the letters are prepared, a Statement of Mailing which confirms the mail deposit date, total number of letters mailed and the associated postage rates, will become available. Any postage adjustments will be applied to your final invoice, taking into account your postage deposit paid by August 31st of election year.

Transmission of elector data from DataFix to Simply Voting and transmission of elector data and PINs from Simply Voting to our mailing house is performed using secure vendor portals over HTTPS.

Mailing House

Simply Voting will use our preferred mailing house, **Taylor-Demers**, a trusted and respected supplier in the Canadian Print and Mail industry. With an excellent track record for providing on-time high quality products, the company has developed a core group of very satisfied clients, including financial institutions/banks, government, electronic voting companies, insurance organizations, health organizations and non-profit organizations.



Taylor-Demers is located in Toronto and maintains a comprehensive tracking and quality control process that ensures the integrity of client projects from initial input through to completion. Taylor-Demers is Level B Enhanced in security for the Canadian Federal Government as well as 5970 certified. They have swipe card access for all sensitive areas of the facility and cameras monitoring the premises, inside and outside, 24 hours a day, seven days a week. All employees are governed by several personnel policies and agreements, including signing a Confidentiality / Nondisclosure Agreement and Acceptable Use Policy. Canadian Criminal Background Checks are completed for all employees and all staff receive information security awareness training.

Internet Voting

Voters arrive at a branded voting website for your municipality and enter the PIN provided in the Voter Information Letter in addition to their Date of Birth. If the voter hasn't yet voted, the voter may click on the election and a tamper-proof electronic ballot will appear. After the voter successfully logs in, the ballot is presented as one composite ballot with all races being displayed on one screen.

The voter works their way down, making selections. Acclaimed positions can be included and displayed as an info-box on the ballot. Once they have made all their selections, the voter may click Continue at the bottom of the screen or Cancel to exit their ballot. Clicking Continue will prompt data validation error messages for any unresolved issues, if applicable. If the ballot passes all data validation checks, the voter is then presented a confirmation screen where they are able to review all of their selections.

On the confirmation screen, each race title is listed along with the voter's selection for that race. Once the voter has reviewed their selections, they may choose Confirm to submit their ballot or they may choose to click Change to change any of their selections. Clicking Change returns the voter to their ballot with their selections being maintained. They may change their choices as they wish and again click Continue to return to the confirmation screen. They may change their choices as often as they wish until they click Confirm to submit their ballot.

After clicking 'Confirm' the voter will be presented with a success message informing them that their vote has been submitted and they will be logged out. If desired by the municipality, voters can also be presented with an on-screen QR code which will remain active for a limited time. Using a different internet-connected device this QR code in combination with their PIN and Date of Birth will give the voter access to decrypt and review the stored vote so that they may confirm their vote was cast as intended.

When the ballot is submitted, the vote is divorced from the voter's record, the results are encrypted and kept anonymous and the voter is blocked from voting in the election again.



Telephone Voting

Voters call a dedicated toll-free or local number and are prompted to authenticate their identity. The voter enters the PIN provided in the Voter Information Letter, in addition to their Date of Birth, using a touch-tone dial pad and the system checks whether they have voted.

After the voter logs in successfully, they will be presented with the races they are eligible to vote in one-by-one. They will be asked to make their selections by pressing the appropriate keys. If a race is acclaimed it can also be included as an informational statement. Similar to the internet voting process, the voter's selections will be validated and will be read back to them for confirmation. If there is no response from the voter the prompt is repeated. The voter will again be given the option to confirm their selections to submit their ballot or to change their choices.

When the ballot is submitted, the results are encrypted and stored anonymously and the voter is blocked from voting in the election again.

Simply Voting provides toll-free numbers for Canada and the U.S.A. A voter calling internationally must pay their own charges. There are no call restrictions.

Both voting methods access the same system. Once a vote is cast by either method the voter is crossed off the list and blocked from voting by any other channel therefore *telephone voting may proceed at the same time as internet voting.*

Voting Rules

Designated election officials and auditors are provided with administrator access prior to the start of voting to confirm that no votes are in the system and that all candidates appear on the ballot prior to the start of the election. The Activation of Voting System form should be completed at this time.

If a voter's session is disconnected and the voter has partially filled out a ballot, their partial ballot is destroyed and the voter can log in again, by internet or telephone, during the voting period to access a fresh ballot. No information is saved with regards to their selections or choices. Selections persist through hidden fields prior to ballot submission, not through cookies, and are destroyed if the voting process is abandoned.

Voter sessions are terminated after a predefined period of inactivity. Prior to any termination, the voter is prompted to answer an "Are you still there?" prompt. Answering the prompt resets any session countdown, while not answering after a predefined period of inactivity causes the voter to automatically be logged out. A voter can log back onto the system after the "time out" and they will receive a "fresh" ballot. Voter sessions lengths can be configured as necessary.

Undervoting may be allowed; Voters may vote for as few or as many candidates as they wish up to the maximum allowed. The confirmation page will display a warning when there is an undervote. Abstentions may also be allowed; Voters may abstain from making any selections for a particular race. The confirmation page will indicate there is an abstention. If all races allow abstain as an option, the voter may willfully submit a blank ballot.

Immediately after casting their ballot the voter is logged out. Once a voter is struck off the elector list, they cannot review or change their vote, and are denied access to any additional ballots via any channel (online, telephone, paper). The voter's ballot once submitted cannot be reviewed or retrieved.



External links (to satisfaction surveys or polls) can be included for those voting remotely online, however, all external links are disabled when using our Kiosk version of the voting website for designated polling locations.

Voter Activity, including the final submission of the ballot, is recorded in the Election Log. A voter's login is tracked. A voter's opening of the ballot is tracked. A voter reaching confirmation and review stage is tracked. Finally, a voter's internet or telephone vote is tracked. All timestamped and with IP address / phone number.

Suspicious Activity Reports will be available throughout the voting period and Simply Voting provides the Returning Officer with the ability to block voting from any IP address and/or phone number and to disable an existing PIN and ensure the PIN cannot vote in the event.

Throughout the voting event municipal staff may compare the number of electors that voted with the number of votes in the virtual ballot box. Furthermore, after voting is done designated municipal staff will be provided with the entire contents of the virtual ballot box.

Voting automatically shuts down at the closing of the established voting period with the exception of extended voting at official polling locations, which are identified by a special kiosk version of the voting website activated securely through the Election Manager by a municipal election official. The Returning Officer will shut down extended voting through the Election Manager once all electors at such polling locations have voted. A grace period (e.g. 5 minutes) may be defined to allow voters already logged into the system time to cast their ballot after the voting period has ended.

Electronic Ballot Box Contents (Raw Results)

Once the electronic ballot has been cast a receipt code is generated and stored with the vote in the ballot box. Simply Voting will provide the designated election officials with a file containing a listing of all votes with their associated receipt codes – the entire contents of the virtual ballot box. This file can be used to perform a separate tally independently of the Simply Voting system and can also be used to validate the vote count totals reported between DataFix VoterView and Simply Voting, while maintaining voter anonymity.

Administrator Access

Simply Voting provides a system to create and manage multiple administrator users, so that your staff and external auditors can safely access voting event information. Each user has his/her own password to log into the Election Manager. Simply Voting provides a log of which users perform which actions and when. The municipality will be able to manage administrator permissions as necessary. The following are typical roles:

- | | |
|--|---------------------------|
| ✓ Returning Officer/Deputy Returning Officer | ✓ Helpdesk Agent |
| ✓ Auditor | ✓ Mobile Kiosk Activation |

Other roles may also be possible depending on your requirements.

Revisions

Your municipality will operate at least one Revisions Office to assist voters who are missing from or incorrectly entered on the municipal list of eligible voters. The revision officer(s) will be provided with documentation, training and access to handle all situations that may arise.



All of the following situations may be resolved entirely within VoterView:

✓ **Missing Electors**

The revision officer may add electors that were missing on the list of eligible voters. A PDF Voter Information Letter with a new PIN may then be generated and printed to allow them to vote.

✓ **Ineligible Electors**

The revision officer may delete electors that are duplicated, deceased or otherwise ineligible to vote, cancelling the PIN.

✓ **Incorrect Electors**

The revision officer may correct an elector's name, address, ward or district as necessary.

✓ **Lost Letters**

The revision officer may replace the PIN of electors that lost or never received a Voter Information Letter. A PDF Voter Information Letter with a new PIN may then be generated and printed to allow them to vote.

The following situation must be resolved using the Simply Voting Election Manager:

✓ **Stolen Letters**

If an elector cannot vote because the voting system reports they have already voted, even though they have not voted, the revision officer may replace the PIN and allow a re-vote. A PDF Voter Information Letter with a new PIN may then be generated and printed to allow them to vote.

Editing actions performed on the list of electors and all PIN generations are logged to ensure the integrity of and allow the auditing of the revisions process. If you have opted for the VoterView product, a complete change log will be available.

Results

At the close of voting on Election Day, after any grace period and/or extended voting at official polling locations, the Returning Officer may immediately unlock the results and obtain the unofficial tally of votes cast electronically. You can optionally publish these results directly to your voting website so that anyone will be able to verify the results reported by our system. Post-election, Simply Voting will provide various reports on voting statistics including the following:

- Raw Results file (Electronic Ballot Box contents)
- Election Log file
- Final report, which may include:
 - Final Results
 - Voter Information Letter Control Statistics
 - Turnout by Segment Statistics
 - Turnout by Channel and Device Statistics
 - Turnout by Country Statistics
 - Turnout by Age
 - Turnout Charts

- 
- Votes by Date / Time Statistics
 - Votes by Channel by District Statistics
 - Voting Session Statistics
 - Anomalous Voting Statistics
 - Daily Participation
- Additional reports can be provided on request as long as they are based on data contained in the voting system.

Once Simply Voting has been advised that the results are declared Official, the Returning Officer will be able to view and retrieve a certified results PDF through our Election Manager tool. Only after receiving a written request from the Returning Officer, Simply Voting will proceed with the destruction of election information. Simply Voting staff will delete all election data from the voting system, and approximately 15 days later the data will be cycled out of our backups. At that point Simply Voting will issue a letter certifying that the data was destroyed.

c) Municipal Elections Act Compliance

Simply Voting is fully compliant with the Ontario Municipal Elections Act. In particular:

- Each elector may only vote once.
- Votes shall not be counted until after the close of voting on voting day.
- The candidates' names shall appear on the ballot in alphabetical order, based on their surnames and, in the case of identical surnames, their forenames.
- Electors may decline to vote.
- Results shall include
 - The number of votes for each candidate.
 - The number of declined and rejected ballots.
 - The number of votes for the affirmative or negative on a by-law or question.
- Simply Voting will issue a signed certificate that the electronic ballot data has been destroyed at the end of the 120-day retention period.

d) The Project Team

Team members that support the Voting Process

A team of talented Project Managers and Programmers perform the services needed to deliver a flawless online election. Brian Lack (President), Bret Scofield (Vice President), and Adrienne Hardy (Elections Director) personally supervise each municipal election project and support the Project Managers and Programmers.

Simply Voting will assign a dedicated project manager to be the primary point of contact for your municipality. If your elections officers have a question or experience a problem, we are standing by to give you quick and effective assistance. In case of emergency, we have a support representative on call at all hours.

Support Service Level Agreement (SLA)

Simply Voting project managers will have extended business hours on Voting Day (8AM to 8PM Eastern) and there is also 24/7 emergency support at all times.

All our customers are backed up by a team of experts committed to helping you run successful elections! If you have a question or experience a problem, we are standing by to give you quick and effective assistance. In order to meet expectations of 24x7x365 customer service, we keep **support staff on call at all times** outside of normal business hours. In case of after-hours emergency, the support form on our website will page the support staff on call who will then respond by email or phone. Our support level commitments are as follows:

Support Level	Availability	Response Time	Issue Resolution
Normal (sales questions, non-critical issues)	Mon-Fri 9am-5pm EST by phone, email or website.	1 business day	2 business days or escalated to management
Emergency (critical issues)	24x7x365 via website support form	1 hour	2 hours or escalated to management

e) Advantages and Features

Second Shared Secret

Simply Voting will require voters to authenticate their identity with a second shared secret beyond their PIN, to enhance security. The municipality must have access to a reliable source of information in the list of electors, such as birth date, and must supply this information to Simply Voting.

Branded Voting Website

Simply Voting provides you with an exclusive website for your elections with a URL like <https://anytown.simplyvoting.com>. The professional looking voting website is branded with your logo & colours, is easy to use and works with all modern browsers. You have the option of publishing voting results to your voting website with the click of a button.

Cross-Browser Compatible

Thanks to Simply Voting's minimalist design and compliance with W3C web standards, our system is compatible with all modern browsers and web-enabled cellphones so that voters can vote on the go. We test across various browser/OS/device combinations using *BrowserStack*.

Simply Voting's approach to the voting experience is to keep it simple. Our standards-compliant interface works on all devices is minimalist and intuitive for users of all ages and technical ability. The voting website is very lightweight and will function well on a dialup connection.

Mobile Optimized Voting

Thanks to the responsive web design that adjusts according to the type of device being used, the voting website delivers an optimal viewing and interaction experience on a desktop computer, tablet and smartphone. Voters using a mobile device will not have to zoom, pan, or scroll sideways because all the elements on the voting website are properly sized and placed.

Social Media Sharing & Surveys



Once the voter casts their ballot, integrated Facebook, Twitter, and LinkedIn buttons appear, encouraging voters to promote the fact that they voted across those social networks. Voters can post a default message or a personalize it. Social media sharing increases awareness of your election, and encourages more eligible voters to participate thanks to positive social pressure.

The final screen permits the Town to include a link to an external voter satisfaction survey for those voting remotely online, however, all external links are disabled when using our Kiosk version of the voting website for in-person polls.

Accessibility

Simply Voting is committed to supporting electors with disabilities and making sure the ballot works with assistive technologies. The interface of our voting websites is regularly audited against Section 508 and WCAG



2.1 accessibility requirements by AccessiBe, which provides a Voluntary Product Accessibility Template (VPAT) and Accessibility Conformance Report. This ensures voting websites are compatible with screen-reading technology such as JAWS.

Simply Voting is "Green"

Simply Voting is the most eco-friendly, online voting system in the world. We've lowered our carbon footprint to a small fraction of a typical website by hosting virtualized servers in an efficient data center powered by Hydroelectricity. Furthermore, we choose clean, pollution-free energy with Bullfrog Power. Bullfrog's generators put green electricity onto the grid to match the amount of electricity we use in our offices.



Simply Voting is Insured

Simply Voting is insured with the Berkley Insurance Company. Simply Voting maintains a \$5,000,000 General Business insurance policy as well as a Cyber Liability insurance policy which covers Errors & Omissions for \$2,000,000 and Privacy Breach for \$2,000,000. This helps protect your organization and your voters.

DataFix VoterView Integration

Simply Voting's solution offers a fully integrated process for municipalities that use VoterView by DataFix, a leading-edge data processing company. Their VoterView election management system includes advanced data cleansing utilities, comprehensive reports and extracts as well as the capability to provide an electronic copy of all changes to the provincial authority at the end of an electoral event.

These optional features are included in the cost per elector price:

Audit Functions

This is offered for municipalities that want to hire independent, third-party auditors to oversee their election. Simply Voting will provide auditors, approved and paid for by your municipality, with appropriate access to the secure Election Manager Website. During the testing phases auditors may verify that the system allows and forbids voting as appropriate. Auditors may continuously monitor



voting activity before; during and after the election period, access the Election Log and Login History reports, and access the file containing votes and receipt numbers after voting has ended.

Wards and Districts

We provide a system to restrict any question on the ballot to a segment of your eligible voters. Your municipality can have a mayor position elected at large and different ward councillors or school boards elected by the electors of the appropriate ward or district. **Simply Voting does not support poll or roll-specific balloting.**

Bilingual Experience

If desired, the content and interface of telephone voting, online voting and the Voter Information Letters will be available in English and French. Our interface already includes a French language option. Just provide us with your content translations and we'll do the rest.

Candidate Access

This feature is offered for municipalities that want to provide controlled access for the candidates (or their designates), to electronically monitor attendance of the voters throughout the online voting period. Access can be limited to voters within the candidate's ward or district if required. This feature will replace the manual "struck-off list" function regularly performed during the election by candidate agents or scrutineers at the polls.

IMPLEMENTATION

a) Project Management Methodology

Our team of experts will provide the election officers and their staff with all the training materials and support necessary to ensure a smooth election. This begins well before the voting period with project planning.

During the initial Kick-off meeting, or at an additional meeting shortly after the kick-off, your dedicated project manager will present a detailed project plan with tentative start and end dates for all project milestones. Each milestone will be reviewed so that all parties are clear on the requirements and timelines may be adjusted at this time as needed.

Throughout the process, your Simply Voting project manager will monitor milestone dates and will follow up as needed to ensure timelines are met or adjusted appropriately.

Depending on the stage of the project, your project manager may suggest a regular touchpoint meeting schedule to review milestone status and overall progress.

Your designated project manager will be your primary point of contact throughout the process and if your elections officers have a question or experience a problem, we are standing by to give you quick and effective assistance. In case of emergency, we have a support representative on call at all hours.

b) Overall Timeline

The following *Project Plan* is a general time-line and work schedule and will be modified to suit your community based on any kickoff activities.

Project Management	
Kickoff	February 2026
Determine positions, questions and voting rules	February 2026
Determine online voting period	February 2026
Assistance with By-Law and Procedures	February 2026
Election Preparation	
Provision voting website URL	March 2026
Provision voting telephone numbers (if applicable)	March 2026
Build election website	March 2026
Municipality to perform proof of concept testing	August 2026
Obtain final candidates list	August 2026
Final ballot setup	September 2026
Municipality conducts dry-run election	September 2026
Activate Datafix/VV integration	October 2026
Voters list revisions period begins	September 2026
Revisions access available	October 2026
Obtain approval on ballots	October 2026
Auditor access available	October 2026
Municipality to conduct initial audit	October 2026
Voter Information Letters	
Municipality to review letter templates	August 2026
Obtain logo for letters	August 2026
Obtain approval of letter proof	September 2026
Final voter data provided to mailing house	October 2026
Letters printed and mailed to electors	October 2026
Training	
Provide voter demo videos	February 2026
Provide kiosk maintenance guide	February 2026
Provide revision's officer's guide	February 2026
Provide auditor's guide	February 2026
Provide training materials	February 2026
Election Period	
Online voting Period	October 2026
Municipality run revisions office operational	October 2026
Conduct on-going audit	October 2026
Municipality manages kiosks	October 2026
Extended support hours on voting day	October 2026
Post-Election Activities	
Provide unofficial results electronically	October 2026

Publish unofficial results on voting website	October 2026
Provide official results & reports	October 2026
Destroy election information	February 2027
Confirm election information destroyed	February 2027

c) Customer Responsibilities

These action items will be the responsibility of your municipality.

- ✓ Contract with DataFix for the VoterView product.
- ✓ Provide a main contact person to coordinate project management.
- ✓ Review and approve proof of Voter Information Letter. The letter will be sent to print three weeks prior to voting and will be inducted with Canada Post ten days prior to voting.
- ✓ Provide positions, number of winners, candidate names, and any ward/district restrictions.
- ✓ Review proofs of the online ballot and give feedback within one week. More time will be available if details were provided to Simply Voting in advance.
- ✓ Review training materials and documents as provided by Simply Voting.
- ✓ Operate a Revisions Office to deal with additions, removals, and corrections to the electronic list of eligible voters. The Revisions Office will retrieve PINs and issue replacement Voter Information Letters as necessary.
- ✓ Maintain any physical voting kiosks throughout the voting period.
- ✓ Staff and manage a voter support desk.
- ✓ Update the Procedures Manual to reflect by-election dates and other relevant adjustments.

SCHEDULE OF FEES

Simply Voting's election fees are based on the number of eligible voters. This quote is an example based on the assumption that the Township of the North Shore has approximately 900 eligible voters.

Simply Voting System Fees	Cost	
System Fees: Internet & Telephone Voting	\$9,500.00 Flat Rate	
Additional Simply Voting Items	Cost	Per Unit
Managed Voter Information Letter	\$270.00*	~ \$0.30 ea. + postage

Notes and Assumptions

- ❖ All amounts are in CAD and subject to HST.
- ❖ Use of DataFix VoterView is required.
- ❖ All services will be provided remotely.
- ❖ Availability of services is subject to change contingent on Simply Voting's committed capacity.
- ❖ If your organization requires Simply Voting to participate in security audits, complete any security or technical questionnaires, or review detailed security or technical requirements, an hourly rate of \$300.00 will apply, with a minimum 1-hour charge.
- ❖ *Final billing will be calculated using the Per Unit rate based on the final number of eligible voters and letters produced, with a minimum charge of \$9,500.00 for System Fees.
- ❖ 30% of system fees will be due January 31st of the election year, and a postage deposit will be required August 31st. The postage deposit will be calculated based on the estimated number of electors multiplied by the published Canada Post Lettermail rate for the time of mailing.

Exclusions

- ❖ Paper ballot materials are not included.
- ❖ Results reports will only include the Internet & Telephone voting channels.
- ❖ Voter assistance and helplines are managed by the Township.
- ❖ Any Procedures Manual updates are the responsibility of the Township.
- ❖ Postage is not included in the above estimate, and will be charged at cost to the Township based on rates at the time of mailing.

Managed Voter Information Letters (VILs)

- ❖ Simply Voting will manage design, proofing, printing and mailing of the VILs.
- ❖ Printing and mailing will be executed by Taylor-Demers, supervised by Simply Voting.
- ❖ The Managed VIL pricing is an estimate based on the specifications described below and costs at the time of this proposal. Should the mailing specifications, volumes or costs change, the rate per unit will fluctuate accordingly.
 - Using a Simply Voting design, the VIL will be printed **double-sided** in **black ink** on one **8.5 x 11" white sheet** containing the voter's address, your logo, and personalized voting instructions. The letter is folded to hide the PIN and is inserted inside a custom #10 high-security double-window envelope with return address, your logo and "Important Information" showing through the top window for easy identification.
 - **Dynamic Candidate Lists cannot be included.** Additional static pages can be included for extra fees (ex: Static, complete Candidate List or extensive Voter Assistance Center location information).
- ❖ The VIL will be sent via Canada Post as Letter Mail.



ADDENDA

- I. DataFix VoterView and the Voting System Integration
- II. Simply Voting Security and Reliability
- III. Simply Voting DGSi Standards Compliance

I. DataFix VoterView and the Voting System Integration

About DataFix VoterView

VoterView has been designed to provide election officials with comprehensive tools for managing electors and elections-related data, extracting elector-based counts and reports, and for supporting candidate management and staffing requirements for election workers. Featuring a user-friendly interface, VoterView simplifies the process for making real-time revisions to the Voters' List.

Initially launched in 2002 with a focused on municipal elections VoterView has been significantly enhanced to support the unique requirements of Canadian Provincial, Territorial, and Municipal election authorities in Canada. To date, VoterView has been used to manage more than 15 million electors across 1200+ distinct municipal, provincial and territorial elections.

- **Reports**

VoterView includes an advanced extract facility that can produce elector lists in Excel, OpenDocument Spreadsheet, or text file formats. The extract facility can produce customizable elector list extracts and revision reports for on demand printouts of elector information.

- **User Management**

VoterView features a highly granular set of permissions to restrict access to specific areas of the application, to control the users who can perform strike-offs, to limit the types of elector data changes that can be performed, and to manage the ability to extract voters' list data extracts from the system.

There are two basic classes of VoterView users: administrators and non-administrators. Users with administrative authority can access all VoterView functionality, and in addition can create and manage user accounts and reset passwords. The management of non-administrators is controlled by granting or removing permissions, and that activity is controlled through the Administration -> User Management menu in VoterView.

In total, over 40 individual permissions can be configured for each VoterView user. To simplify the process of managing those permissions, VoterView also includes support for user groups. Groups can be created for specific user types (for example, revision officers or ballot officers) and configured with the appropriate permissions.

- **Web-Based Strike-Offs and Revisions**

Many DataFix customers utilize VoterView as an electronic poll book solution in voting locations with reliable Internet connectivity due to the ease of deployment: all that is required is a device (laptop, desktop, or tablet) that includes a modern browser. Optionally, barcode scanners and printers can also be utilized, with full support for specialized devices such as Dymo label printers. As a web-based solution, all activity is performed in real-time: the only limit is the round-trip time required for the device browser to connect to the backend VoterView servers and to receive a response.

Functional Overview

The Simply Voting solution is designed to work seamlessly with DataFix's VoterView elector management system.

Two-Way Real Time Sync

The key element to the Simply Voting solution is Simply Voting's two-way real-time sync of elector data between DataFix's VoterView and the Elector List maintained on Simply Voting.

A change made to elector data through VoterView (e.g. updating a voter's school board, date of birth, or marking a voter as voting offline, etc.) is instantly reflected on the Elector List inside of the Simply Voting system, removing any additional delay for a voter wishing to cast their ballot. Moreover, through this two-way real-time sync, any change of the Elector Status on Simply Voting (e.g. a voter casting their vote by the internet) is instantly reflected on the Elector's Record inside VoterView.

In the majority of all voter support cases, accessing and using VoterView is all that is necessary, save a few particular special case scenarios where one may leverage the additional toolsets available on the Simply Voting system.

Using VoterView to Support Voters

Many different scenarios may involve a voter requesting municipal support staff to revise the voter's data so that the voter may successfully cast their ballot, or perhaps simply confirm the data contained within their record. VoterView maintains a comprehensive Change History for each elector record to ensure transparency in the revision process.

Additionally, due to the two-way real-time sync, changes are simultaneously logged in the Simply Voting system's election log further adding to transparency.

Elector Log			
Elector ID: 10021			
Name: SHERRI, ADELAIDE DAN			
Timestamp	Username	IP Address	Activity
2024-04-17 11:27:03		DataFix	Edited an elector

Incorrect Date of Birth

If the municipality is using date of birth in addition to a secure PIN as voter credentials, the voter cannot log into the Simply Voting system to cast their vote if they attempt to use a date of birth that is different than what is on file for their elector record.

To resolve this issue, municipal support staff can confirm to the voter that their elector record is indeed inconsistent with what they expect using VoterView, and then update the elector record



accordingly. Due to the two-way real-time sync, once updated on VoterView, the voter can immediately log into the Simply Voting system to cast their ballot.

Incorrect Ward/District

If the municipality does not have at-large wards, it's possible a voter may report to municipal support staff that they have been issued a digital ballot that is inconsistent with what they expect. For instance, a voter may report receiving a ballot for a ward related to an older address.

To resolve this issue, municipal support staff can confirm to the voter that their elector record is indeed inconsistent with what they expect using VoterView, and then update the elector record accordingly. Due to the two-way real-time sync, once updated on VoterView, the voter can immediately log into the Simply Voting system to access their proper ballot.

Adding or Deleting Electors from VoterView

While much of the data contained with VoterView will likely be accurate, there may be cases where for instance a deceased person remains on the active Elector List, or perhaps a voter is not on the Elector List when in fact they are entitled to be.

To resolve these issues, municipal support staff can update the Elector List accordingly. With an elector deletion in VoterView, the voter will simultaneously be deleted from the Elector List in the Simply Voting system, thus destroying the PIN previously associated with that elector record, further ensuring the integrity of the election process. This activity will similarly be recorded in the Simply Voting election log, as well as the VoterView Change History log.

In the case where a new elector record must be added to the Elector List, municipal support staff may add a record using VoterView. This activity will similarly be recorded in the Simply Voting Election Log, as well as the VoterView Change History log.

If a new elector record is added, however, the voter has not yet been issued a PIN by the Simply Voting system. To issue a PIN and provide ballot access to this voter, continue to the next section.

Issuing or Re-issuing a Voter PIN

The following scenarios require the issuing or re-issuing a voter PIN:

- If the voter never had an elector record on the Elector List, they do not yet have a PIN.
- If the voter misplaced or lost their Voter Information Letter with their PIN, the old PIN must be destroyed and a new PIN and Voter Information Letter must be provided to the voter.
- If the voter reports that their vote has been stolen, the appropriate authorities should be notified and police report should be filled out, and the voter should be issued a new PIN and Voter Information Letter.

To resolve these issues, as indicated a new PIN and Voter Information Letter must be generated for the voter. Using VoterView, municipal support staff may click "Print VIL" to generate a new .pdf letter which contains a newly issued PIN, while simultaneously destroying the previous PIN.

This letter may then be printed and mailed to the voter or provided in-person as necessary.



Confirming Elector Information and Voted Status

Voter support conducted by municipal support staff may also simply involve confirming the information contained within VoterView to the voter, rather than any data changes. A common item that can be confirmed within VoterView is the voter's "voted status." When looking up a voter, VoterView will indicate whether a voter has "voted" or "has not voted."

Municipal support staff can even further investigate the voted status by accessing information on when and by what method a vote was cast (e.g. internet or offline vote), by clicking on the voted record.

Using VoterView with Paper Balloting

Simply Voting integration with VoterView permit simultaneous in-person and Internet voting.

VoterView has full support in VoterView for any combination of voting methods, and the solution supports the recording of simultaneous vote methods such as in-person, full Vote by Mail (where every voter automatically receives a vote by mail kit) and Vote by Mail on Demand (where voters apply online or by phone to receive a vote by mail kit).

In VoterView, the first vote method used by the elector will be the one recorded as voted. For example, if a voter votes by internet and then also attempts to vote by any other vote method offered by the municipality, the second vote method would not be accepted.

Live In-Person Balloting

For live in person balloting, VoterView is used as a live elector list at all poll stations. Poll clerks look up a voter's record to determine if the voter can be issued a paper ballot.

If the voter has already submitted a vote, the municipal support staff cannot even access the VoterView section to record a vote for a paper ballot issue.

If the voter has not yet submitted a ballot, the poll clerks record the voter as voting offline in person using VoterView. By marking a voter this way, the elector is simultaneously flagged as voting by paper ballot in the Simply Voting system. Thus, if the voter logs into the Simply Voting system, the system will know that the voter has been marked as voting offline and the voter will not be issued a ballot.

Once again, due to the two-way real-time sync, the Simply Voting system will even ensure that voters who attempt to subvert the election process are stopped in their tracks. If poll clerks have reached the above "record vote" page in VoterView, again this means the voter has not yet recorded a vote. Thus, the voter still has a small timeframe where they may try attempt to submit an internet ballot, in hopes of sneaking their ballot in at the same time as they receive their paper ballot in person before the poll clerk "records vote" in VoterView. During this small timeframe if a vote is submitted, VoterView will notify the poll clerk that a paper ballot cannot be issued due to a recently cast vote.

Mail-in Balloting

Mail-in balloting works the same as live in person balloting, though instead of using VoterView as a live elector list at polling stations, municipal support staff in town hall process mail-in ballots in batches.

Once again, voters are marked as voting offline inside VoterView. By marking a voter this way, the elector is simultaneously flagged as voting by paper ballot in the Simply Voting system. Thus, if the voter logs into the Simply Voting system, the system will know that the voter has been marked as voting offline and the voter will not be issued a ballot.

Using the Simply Voting System's Election Manager Tool

As previously indicated, VoterView is where the majority of actions are conducted. However, accessing the Simply Voting system's Election Manager tool may be pertinent in the following examples for key municipal support staff, auditors, etc.

Accessing the Simply Voting System's Election Log

The election log is a general comprehensive log of the various interactions voters, municipal support staff, and auditors can have with the Simply Voting system.

Timestamp	Username	IP Address / Phone Number	Activity	Elector ID
2024-04-17 14:11:25		70.28.90.108	Ballot opened	25267
2024-04-17 14:12:45		70.23.90.106	Ballot filled	25267
2024-04-17 14:12:54		70.28.90.108	Internet vote	25267
2024-04-17 14:15:54		70.23.90.106	Login	25347
2024-04-17 14:15:55		70.28.90.108	Ballot opened	25347
2024-04-17 14:15:59		70.23.90.106	Ballot filled	25347
2024-04-17 14:16:16		70.23.90.106	Internet vote	25347
2024-04-17 14:18:00		70.28.90.108	Login	25346
2024-04-17 14:18:01		70.23.90.106	Ballot opened	25346
2024-04-17 14:18:05		70.23.90.106	Ballot filled	25346
2024-04-17 14:18:16		DataFix	Offline vote	25346
2024-04-17 14:25:57		DataFix	Reset password	25371
2024-04-17 14:27:35		70.23.90.108	Login	25371

A more fine-grained record of a voter's interactions with the Simply Voting system is contained with the system's election log. This enhanced view of activity will note when a voter opens their ballot, when they reach the confirmation stage to review their ballot, and when they finally submit vote.

This election log would be useful if a voter that requested support swore they thought they submitted their vote, but in fact never reached that final stage within the Simply Voting system. Key municipal support staff with access to the Simply Voting system could consult the log to determine where in the process a voter stopped, and properly inform the voter of the information as necessary.

Moreover, the election log may be used to determine the number of votes that have been cast by method (internet vs offline).

Accessing the Simply Voting System's Elector List

Key municipal staff with access to the Simply Voting system could access the Simply Voting system's copy of the Elector List.

Conducting Vote Resets

In the extraordinarily rare event that a voter reports that their vote has been stolen, the Simply Voting system can be used to reset a voter's elector record. The appropriate authorities should be notified and police reports should be filed in such circumstances.

Note that the "bad" vote is not removed from the system, due to anonymity of voting on Simply Voting. Only the elector's record is reset, allowing that particular elector record to access the balloting system once more, by the proper individual.

Key municipal staff with access to the Elector List and with the necessary "reset elector" permission, will search for the appropriate elector record in the Simply Voting system's Elector List. Once the desired elector record is found, the record may be reset and the voter may be issued a new PIN in VoterView as previously described.

Elector ID	Name	Date of Birth	District	Physical Address	Mailing Address	Voted	Action
25267	FOY, SHERRON	19670127	01	286 PARKWOOD AVE	286 PARKWOOD AVE KESWICK, ON L4P2X3 CANADA	☒	   Reset Vote

As with all administrator actions on Simply Voting, a record of this elector reset is maintained in the Simply Voting election log.

Accessing Election Results

Key municipal staff with access to the Simply Voting system could access the final results from alternative voting once the voting period has terminated, including any in-person kiosk voting lines that may have had an extended voting period.



II. Simply Voting Security & Reliability

Security Overview

Simply Voting Inc. will be providing the Internet Voting System for some Ontario Municipal Elections. The Simply Voting system is secure and protects the secrecy of your vote.

Secret Ballot

When you cast your ballot, your vote is instantly encrypted and stored with no possibility of your vote being traced back to your identity, just like a traditional paper ballot.

It is impossible for municipal staff, Simply Voting employees or any other person to see how you have voted. Election officials will only be able to see that you cast your vote, the time you voted and the IP address you voted from.

One Person One Vote

Only registered voters on the municipal list of electors will be authorized to access a ballot. Once you vote, using either internet or telephone, you are “crossed off” the list and cannot vote again. Even if you try to vote using several devices at the same time, the system will only accept one single ballot from each voter.

Auditing

After clicking ‘Confirm’ you will be presented with a success message informing you that your vote has been submitted and you will be logged out. If desired by the municipality, you may also be presented with an on-screen QR code which will remain active for a limited time. Using a different internet-connected device this QR code in combination with your PIN and Date of Birth will give the you access to decrypt and review the stored vote so that you may confirm your vote was cast as intended.

Municipalities may assign independent auditors of the Internet Voting System. Simply Voting provides designated auditors with appropriate access to observe that the system allows voting under proper circumstances and prohibits voting under improper circumstances. The Auditor may continuously monitor voting activity before, during and after the voting period. It is also impossible for the Auditor to see how you have voted.

Protection Against Computer Hackers

Simply Voting is an expert in internet security and goes to great lengths to protect the voting system. All communications between your computer and the voting website are encrypted to ensure confidentiality. The internet ballot is tamperproof and there are multiple layers of security to protect the servers against attacks.

Protection Against Imposters

To vote, you will need to enter a password. Every password is a nine-digit numeric PIN that will be mailed to each voter in a Voter Information Letter prior to the "Voting Period". These PINs are randomly generated by Simply Voting and are sent securely to the mailing house, a reputable electoral communications company that prints the letters, machine folds them in security-tinted envelopes and mails them directly to voters using Canada Post. As an added security measure, voters



will also be required to enter their date of birth to complete the voting procedure. Therefore, if your Voter Information Letter ends up in the wrong hands, another person will not be able to cast your vote without your PIN and your date of birth.

Technical Information

Top-Notch Security

Simply Voting was designed from the ground-up to minimize the risk of electoral fraud or breach of secrecy:

- Voters who bypass authentication or have already voted are denied access to the ballot.
- One-vote-per-voter is guaranteed by marking electors as voted and storing the vote in a single transaction. Even if a voter submits the ballot simultaneously on several devices, this technology guarantees that only one vote is accepted.
- Ballots are rigorously checked for validity before being accepted.
- All administrator and voter activity is logged with timestamp and IP address.
- Communication between the voter's computer and our website is encrypted with *TLS 1.3* and strong cipher suites to protect against current and future encryption attacks.
- The entire voting system database is encrypted at rest using AES-256 encryption.
- Our servers are "hardened" and are subjected to daily *Trust Guard* PCI Compliance security scans.
- Our voting system is regularly subjected to penetration tests by *CyberHunter* and source code security audits by *HP Fortify*.
- Simply Voting adheres to guidelines established by the *Open Web Application Security Project*.
- Any change to the voting system must pass an internal security review before going live.
- All staff workstations are kept up-to-date and protected by access password, firewall, anti-virus, anti-spamware and disk encryption.
- We authenticate our emails with *DomainKeys Identified Mail* and the *Sender Policy Framework* to protect voters from phishing attacks.
- Our servers are protected by a very powerful firewall, *FortiGate Unified Threat Management*, which includes an *Intrusion Prevention System* and a redundant firewall on hot standby. Webservers are further protected by the *ModSecurity Web Application Firewall (WAF)*.
- Network access is protected by a Virtual Private Network (VPN) and Two-Factor Authentication (2FA).
- Simply Voting uses an automated and always-on solution from Radware to protect against Denial of Service (DoS) attacks.
- We use redundant *Anycast DNS* deployments which protects against DNS-based DDoS attacks.



Brute Force Attacks

Simply Voting's defense against a brute-force attack (automated password guessing) is triggered when there are 10 strikes within the last 15 minutes. A strike is an incorrect login based on same Elector ID, the same PIN or the same IP address / phone number. When our brute force defense triggers on the internet voting system, the voter must complete a captcha to submit their credentials. Account lockouts are not used - they could be engineered as a denial-of-service attack vector.

Fully Hosted & Reliable

Don't worry yourself about servers, IT staff, installing software or taking backups. Simply Voting gives you instant access to the latest technology and is ready to process millions of votes around the clock.

Simply Voting is built on an enterprise-class cloud computing service powered by high performance IBM hardware, with full redundancy across the entire infrastructure (no single points of failure). Our data centre is in a stable mountain zone, away from earthquake, hurricane, tornado, and severe weather zones. The data centre contains advanced power, cooling and security infrastructure, and Cisco Data Center 3.0 network architecture. It is staffed 24x7, backed-up by an offsite network operations centre. We also use several Anycast DNS clusters to ensure fault tolerance at the DNS level.

Simply Voting uses third party offsite monitoring tools to automatically monitor key "vital signs" of our voting system 24x7 and a technical staff member is immediately notified of any anomaly. Simply Voting maintains a Disaster Recovery Plan as well as a Hot Site at a backup data center in a different geographical area. The Hot Site is synchronized with the primary data center using remote database replication. Should the primary data center experience an outage, we have the capability of quickly redirecting traffic of the entire voting system to the Hot Site, minimizing disruption to ongoing elections and avoiding any loss of data. You can rest assured that your election is always protected and available in the case of a disaster.

Backups

In addition to the real-time connectivity between the two servers, every 20 minutes a full backup is taken of the entire voting system, encrypted using AES 256, and then uploaded to Amazon S3 cloud storage in the Canada (Central) region.

Load Testing

To confirm that the voting system has adequate capacity for upcoming projects, Simply Voting conducts regular scripted load testing with LoadForge which is a cloud-based solution for mimicking human traffic. During our load test of April 2025 for example, 27,935 votes were cast at an average velocity over 46 votes per second (over 167k votes per hour) without a degradation in performance or application errors.

Confidentiality

Simply Voting takes secrecy of the vote very seriously. Votes are stored without any information that could be traced to an elector, so it is logically impossible for election organizers or even the Simply Voting system administrators to determine what a particular voter has voted. We never make use of voter information for anything other than voting and never share such information with third parties. Our privacy policy (available on the Simply Voting website) and voting system have been independently certified by TRUSTe for compliance with their Privacy Certification and Trusted Cloud requirements. Furthermore, Simply Voting is compliant with PIPEDA as well as PIIDPA and MFIPPA. All related data is the property of the Municipality and, in accordance with legislation, is not transmitted or stored outside of Canada.



SOC 2 Compliance



Simply Voting is SOC 2 Type 1 compliant. The SOC 2 is a widely recognized auditing standard issued by the American Institute of Certified Public Accountants (AICPA). An auditor's report details a service provider's ability to offer adequate controls and safeguards when they host or process data belonging to their customers. The audit focuses heavily in the areas of security, availability and confidentiality. It addresses important topics such as backup and recovery, computer operations, and human resources. The data centers where Simply Voting servers are located are similarly SOC 2 Type 2 compliant. This attestation is an independent validation of the quality, integrity and reliability of Simply Voting's infrastructure and services.

Advanced DDoS Protection Service with Radware

Denial-of-service (DoS) attacks are on the rise and have evolved into complex and overwhelming security challenges for organizations large and small. Although DoS attacks are not a recent phenomenon, the methods and resources available to conduct and mask such attacks have dramatically evolved to include distributed (DDoS) and distributed reflector (DRDoS) attacks.

Radware's DDoS protection service monitors all traffic entering its network for large-volume floods that aim to disrupt the services. Features of this best-in-class protection include behavioral-based detection using advanced, patented machine learning algorithms to protect against known and unknown threats; protection against network and application-layer DDoS attacks, protection against encrypted flood attacks without requiring customers to provide decryption keys and without adding latency in peacetime, as well as extensive compliance options and certifications, unparalleled by any rival, including industry-specific certifications such as PCI and HIPAA, as well as cloud security standards such as SOC 2 Type II, ISO 27001, ISO 27017, ISO 27018, ISO 27032, etc.

Simply Voting enjoys the protection of an always-on solution that combines Radware's DefensePro attack mitigation appliances with their Cloud DDoS Protection Service. The DefensePro locally filters all traffic entering Simply Voting's private cloud infrastructure hosted at Terago data centres. If additional mitigation capacity is needed the DefensePro automatically triggers a redirection of traffic to Radware's cloud-based scrubbing centres. This hybrid solution leverages the real-time protection and minimal latency of an on-premise solution with the massive capacity of a cloud service that is activated on demand.



III. Simply Voting DGSi Standards Compliance

Introduction

In December 2024 the Digital Governance Standards Institute (DGSi) published the CAN/DGSi 111-1 standard for Online Voting in Canadian Municipal Elections. This new National Standard of Canada is optional for municipalities and vendors to follow, but is very useful in setting a baseline of integrity and a roadmap for improvement in internet voting.

Simply Voting participated in the development of this standard as an active member of the Technical Committee. We believe that establishing a standard brings value to municipalities of all sizes and furthers the advancement of the state of democracy for all Canadians.

Requirements

There are a number of mandatory requirements in the standard, indicated by the keyword shall. Simply Voting's Internet Voting solution for the 2026 Ontario Municipal Elections is compliant with all of these requirements.

The only possible exception is the optional Tracking Cookie placed on the voter's device to enhance the ability to detect suspicious voting patterns. This cookie is associated with the voter's identity therefore it violates section 4.2.2 of the standard. It is the Clerk's discretion as to whether or not the Tracking Cookie should be used.

Recommendations

There are a number of optional recommendations in the standard, indicated by the keyword should. Simply Voting's Internet Voting solution for the 2026 Ontario Municipal Elections satisfies the following recommendations:

- The online voting system is delivered without any user data. (s. 4.1.4)
- Election data is securely erased after the election. (s. 4.1.8)
- Simply Voting shall be responsible for all independent 3rd party contractor actions associated with online voting. (s. 4.3.2)
- Voter Information Letters are mailed in security lined envelopes. (s. 5.2.2a)
- A policy for coordinated vulnerability disclosure (CVD) will be published on the Simply Voting website. (s. 6.1.5)
- Terms and conditions for open-ended adversarial testing will be published on the Simply Voting website. (s. 6.1.7)
- Our optional cast-as-intended verification feature allows voters to verify that their intention has been accurately captured and has not been changed. (s. 6.2.5)

- 
- Simply Voting can trigger a recount which repeats the decryption and tally of all votes. An auditor may also count the raw decrypted contents of the virtual ballot box to confirm the tally. (s. 6.2.7)
 - Simply Voting will provide the municipality with technical documentation about the voting system, a guide for Clerks, an attestation of data destruction, and vulnerability assessments. (s. 6.3.1)
 - Simply Voting will provide the municipality with a guide for auditors. (s. 6.3.2)
 - The voting system supports role-based permissions and fine-grained access control for users. (s. 7.1.1.1)
 - The voting system provides logging of all user actions. It blocks attempts to escalate privileges but does not report on them. (s. 7.1.1.2)
 - The voting website is regularly audited against the WCAG 2.1 AA guidelines. (s. 9.1.1.3)
 - The voting system supports the ability to decline ballots or abstain on questions and reports on those actions. (s. 9.1.1.9)
 - Voters may interrupt their voting session and later restart it at any point during the voting period. A balanced session timeout is employed. (s. 9.1.1.12)
 - The contingency plan will be made available to the municipality upon request. (s. 10.1.2)



Township of the North Shore 2026 General Election Quotation

Below is the quotation for the Township of North Shore for DataFix's Election Management Base services for use in the 2026 Municipal Event.

VoterView List Management

VoterView is web-based and includes tools to cleanse the voters' list, to manage elector revisions, to perform web-based strike-offs in the polls, and to generate reports.

All user access is performed using any modern browser. By default, no other tools or software beyond Internet access and a supported browser is required for municipal administrators and users to access VoterView.

The VoterView application platform includes, but is not limited to the following functionality:

- Preparation and load of all data products provided by Elections Ontario
- Preparation of a customized database in VoterView for the Township
- Fully Integrated Data Cleansing tool that enables real-time address correction, duplicate identification, and name anomalies processes
- Role-Based User Permissions - over forty individual permissions can be configured for each VoterView user
- Data security and audit capabilities - creates an audit trail of all users' activities
- Full capability to search, add, delete, or change elector information
- Web-based electronic voter strike-off
- Comprehensive suite of election related reports and extract functionality
- Candidate Management
- Voting Location Management
- On-line Training Platform

VoterView List Management Services and Support

Utilize the Preliminary List of Electors (PLE) from Elections Ontario to establish a dedicated Election environment within VoterView to:

- Process, cleanse, and load elector data into the VoterView system.
- Provide ongoing support during the Election period.



Township of the North Shore 2026 General Election Quotation

- Upon conclusion of the Event, prepare and return elector data revisions to Elections Ontario in accordance with required formats and timelines.

Fees for Services (excluding taxes)

- | | |
|--------------------------------------|---------|
| • VoterView List Management Services | \$3,800 |
| • Activation Setup Fee | \$750 |

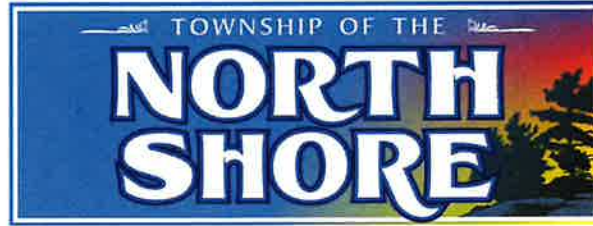
A handwritten signature in blue ink, appearing to read "Hortense Harvey".

Hortense Harvey
National Director – Client Services
DataFix Comprint Systems Incorporated

Suite 214 -1 Toronto Street
TORONTO ON M5C 2V6

Main Number: 416-363-8170 Ext 225
Direct Number: 647-435-5460

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October 27, 2025

Meeting of November 5, 2025

Council Report

SUBJECT: Procurement Policy

RECOMMENDATION: That Council direct Staff to prepare a Report outlining possible updates to the Procurement Policy (Policy P4).

At the last meeting of Council, a report was presented for Council's consideration containing portions of the Procurement Policy and Staff's interpretation of these portions. From comments made at that meeting, it is possible that Council does not feel the Procurement Policy does not reflect the will of Council.

The Procurement Policy has been reviewed during this term of Council with the date of the last review being June 21, 2023.

That being said, at any point where Council does not feel the will of Council is contained in a particular policy, direction should be given to review the policy. For Council's information, should the recommendation be approved, Staff will bring a report outlining possible adjustments. During this period it would be appropriate for individual members of Council to provide thoughts to the Treasurer. If, however, Council believes the Procurement Policy reasonably reflects the will of Council, then the recommendation should be rejected and there will be no work commenced on the review of this policy at this time.

Prepared and Submitted by: Craig Davidson, Interim Treasurer

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October 20 2025

Meeting of November 5, 2025

Council Report

REQUEST: ELNOS CANDIDATE NOMINATION 2025-2026

RECOMMENDATION: That Council receive the report as presented and make a decision on who the next candidate will be to serve as an ELNOS Director for 2025-2026

ELNOS is requesting that the Mayor and Council for the Township of The North Shore submit a nomination for a candidate to serve as an ELNOS Director for the 2025-2026 fiscal term.

Once the decision is made, the nomination will be sent to William Elliot, General Manager of ELNOS.

Mayor Tony Moor is the Township's current Council Representative, and has been for the 2022-2023, 2023-2024, and the 2024-2025 fiscal terms.

Prepared and submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer

CA

A23P Algoma TS to Mississagi TS Insulator Replacement 2025

From Sheila Rivet <sheila.rivet@HydroOne.com>

Date Sun 10/26/2025 10:00 AM

To Municipal Clerk <municipalclerk@townshipofthenorthshore.ca>

1 attachment (241 KB)

1.LUA_Notification_CPOB_A23P_ALGOMA 230 JCT_MISSISSAGI TS_2025.docx;

Good morning, please accept this as notification that Hydro One will be replacing insulators on the A23P transmission line this fall. Please see attached for details if required. Below is the property owned by the township. This is notification only, there is no action required on your part.



Thanks,

Sheila Rivet

Land Use Agent

Hydro One

957 Falconbridge Road, Sudbury ON

705-923-2960

Sheila.Rivet@HydroOne.com

August 27, 2025

To: PLASMAN, FREDERIC & PRINCE, EMILY BETH & STOMPER, AMY PLASMAN
543 OAKWOOD DR
EAST LANSING MI USA

**RE: NOTIFICATION OF HYDRO ONE INSULATOR REPLACEMENT PROJECT
A23P - ALGOMA 230 JCT-MISSISSAGI TS**

Please accept this letter as notice that Hydro One Networks Inc. ("**Hydro One**") will be completing an Insulator Replacement project on its existing 230 kV transmission line(s) located within its existing right of way.

Hydro One's Insulator Replacement project (referred to as "**Project**"), on circuit A23P - ALGOMA 230 JCT-MISSISSAGI TS is scheduled to commence on September 28, 2025, and continue until December 20, 2025.

The area impacted by the Project can be found on Schedule A, attached to this letter. For safety purposes, Hydro One staff work on what is called an "**Outage**". During an Outage, one line is taken out of service at a time, meaning that each circuit on the transmission line must be done separately. This may result in Hydro One staff having to complete multiple trips through the same general areas. **Please note this Outage will not affect the power that services your property.**

The Project timeline may be extended or changed to accommodate unforeseen circumstances, including but not limited to weather, mechanical breakdown, outage changes, or emergency work that may require Hydro One to redeploy its resources. If there is a change to the Project timeline, we will update you as soon as practical.

Hydro One's Project involves climbing the tower or using a bucket truck to remove the old insulators and replace with new ones. This is standard maintenance, and the equipment that will be used is Tracked Equipment, Pickup Trucks, Mats if required, Argo, Bucket Truck (with tracks if required). It should be noted that not all structures require insulator replacement at this time, only a select few.

Prior to the start of work, Hydro One staff may be completing a preliminary line tour to determine access locations, brush/tree clearing requirements, and equipment requirements. For the towers that will be worked on, a 15m radius will need to be cleared to allow for the setup of equipment and for safety purposes. Hydro One staff may have to block certain areas to ensure a safe work zone. All areas that are required for Hydro One to complete its work will be remediated and left in a clean and respectful state.

HydroOne.com

Access & Damage

If you have any concerns or special requirements for access (e.g. that Hydro One use specific gates or a preferred access other than corridor), please contact me as soon as possible so that I can update Hydro One staff accordingly. Any damage to fencing or other personal property resulting from Hydro One's activities will be repaired and or replaced as soon as practical. All gates that were closed prior to entry will be always closed behind Hydro One staff during their work and upon leaving the site.

Should you discover any crop or other damage resulting from Hydro One's activities, please contact me as soon as possible at the email or phone number below. The sooner you reach out to Hydro One, the more quickly and accurately we can review the situation and make a determination with respect to repair and/or compensation.

Please note that Hydro One may not be able to provide compensation for damage claims received **more than two (2) years** after the completion of the Project.

To expedite Hydro One's review of a crop damage claim, please provide the following information:

- 1) Contact Information (Full name, Address, Phone Number and Email (if possible))
- 2) Property Information on where the crop damage occurred, if different that your principal address.
- 3) Type of Crop Impacted
- 4) Approximate Area Impacted (in acres)
- 5) Expected Yield (per acre and/or tonne)
- 6) Price per bale, bushel, or tonne

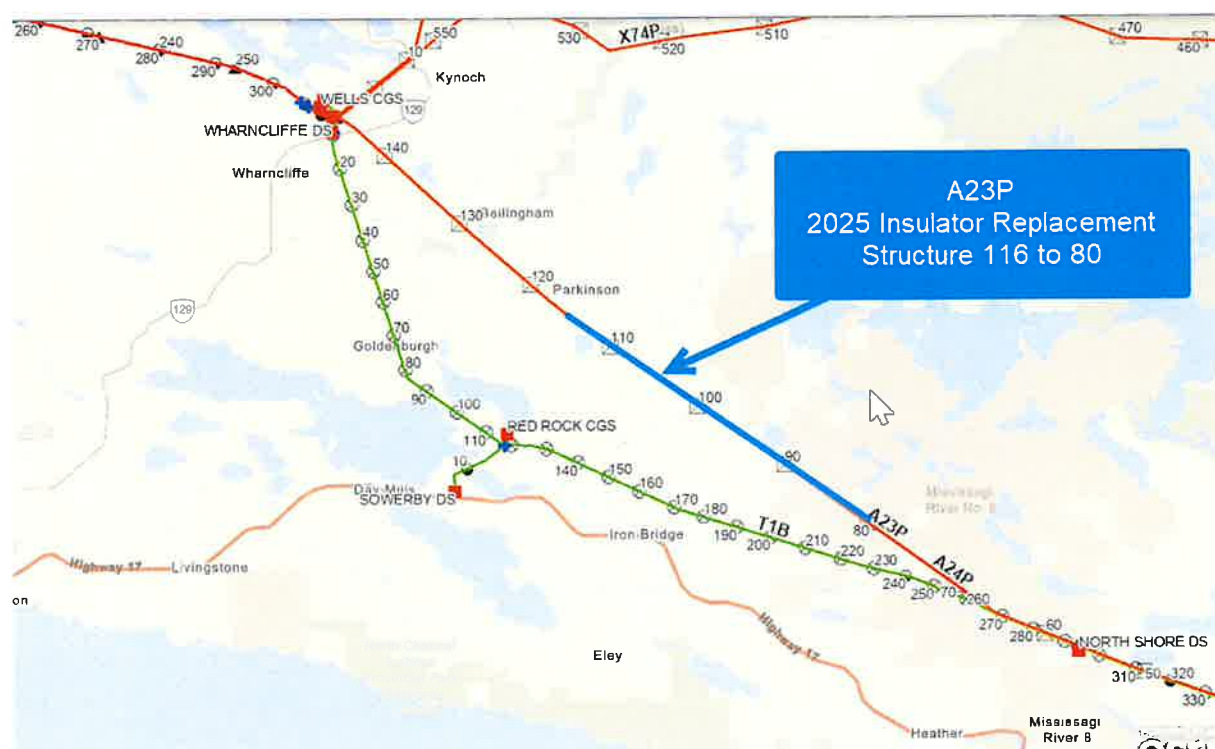
Note: It would be appreciated if you would kindly keep the yield per acre in the same unit as the price per bushel (i.e., if it is yield per tonne, we need \$\$ per tonne, etc.)

For any questions regarding the property, damages, or other general concerns/questions please feel free to contact me and I'll be happy to assist.

Kind regards,

Sheila Rivet
Land Use Agent
705-923-2960
Sheila.Rivet@HdyroOne.com

SCHEDULE A



Seeking re-election or first-time candidate? AMO's new, free workshop series is for you

From AMO Education <events@amo.on.ca>

Date Thu 10/16/2025 1:00 PM

To Municipal Clerk <municipalclerk@townshipofthenorthshore.ca>

AMO's Healthy Democracy Leaders Series: Stronger Leaders, Stronger Communities

Join AMO's new online workshop series for leaders seeking re-election or first-time aspiring candidates—offered at no charge for participants

As Ontario heads toward the 2026 municipal elections, elected officials and aspiring candidates are being tested like never before. From navigating divisive politics and social media toxicity to maintaining personal wellbeing under constant public scrutiny, the demands of leadership can feel overwhelming.

Developed in partnership with **Nominee**, *Stronger Leaders, Stronger Communities* is designed to equip you with the tools, resilience, and confidence to meet these challenges head-on — and to rediscover the purpose that brought you to public service in the first place.

Through expert facilitation, guided peer-to-peer discussion, and practical takeaways, you'll leave each session with fresh insight, renewed energy, and a stronger foundation for leadership.

This workshop series is offered through [AMO's Healthy Democracy Project](#), please find additional research and resources on the Project's website. If you are interested in more of the Project's initiatives, please join us at the [2nd Annual Healthy Democracy Forum in October 18 and 19](#).

This workshop series is being offered for no charge in two streams:

Stream 1: For elected officials at the municipal level across Ontario who are considering re-election in 2026 and preparing their path forward.

[REGISTER HERE FOR STREAM 1](#)

Stream 2: For community members considering a run for municipal office in 2026—first-time candidates who want to build confidence before launching a campaign. Civic-minded leaders who want to explore whether elected office is right for them.

Each stream includes four inspiring sessions (you can register for the full series or individual sessions):

- **Session 1—November/December 2025:** Finding Your Why – Leading with Purpose and Authenticity
- **Session 2—January/February 2026:** Praise Your Rivals – Managing Conflict and Building Effective Relationships
- **Session 3—February/March 2026:** What Matters Most – Prioritizing Mental Health and Wellbeing
- **Session 4—March/April 2026:** Building Your Movement – Turning Values into Action

What you'll gain by attending these sessions:

- **Clarity of Purpose:** reconnect with your values and what drives you to serve
- **Resilience in Conflict:** handle tough situations with skill and confidence
- **Personal Wellbeing:** prevent burnout and create sustainable leadership practices
- **Stronger Communication:** inspire trust and mobilize authentic community support
- **Practical Tools & Resources:** customized workbooks, scripts, and templates you can use immediately
- **Peer Connection:** build relationships with others also preparing to run in 2026

For more information, click [here](#).

Please email events@amo.on.ca with any questions.

Inquires: events@amo.on.ca

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

POA Annual Report



ELLIOT LAKE AND BLIND RIVER
COURT SERVICE AREA

2024

October 17, 2025

ELLIOT LAKE & BLIND RIVER COURT SERVICE AREA
2024 ANNUAL REPORT

The Corporation of the City of Elliot Lake, Natalie Bray
The Corporation of the Town of Spanish, Pamela Lortie
The Town of Blind River, Katie Scott
The Township of the North Shore, Craig Davidson

Dear Members,

Please find attached the Annual Report for the Elliot Lake & Blind River Court Service Area for 2024.

In the statistics pages under "Events Heard", In 2023 there is a decrease of 31.9% which represents the matters heard in the courtroom during 2023. In 2024 there is a decrease of 1.5% which represents the matters heard in the courtroom during 2024.

In 2024 there was a decrease of 3.2% of new charges issued and an increase of 21% of fines paid compared to 2023. In 2023 there was a decrease of 6.2% of new charges issued and a decrease of 3.6% of fines paid compared to 2022.

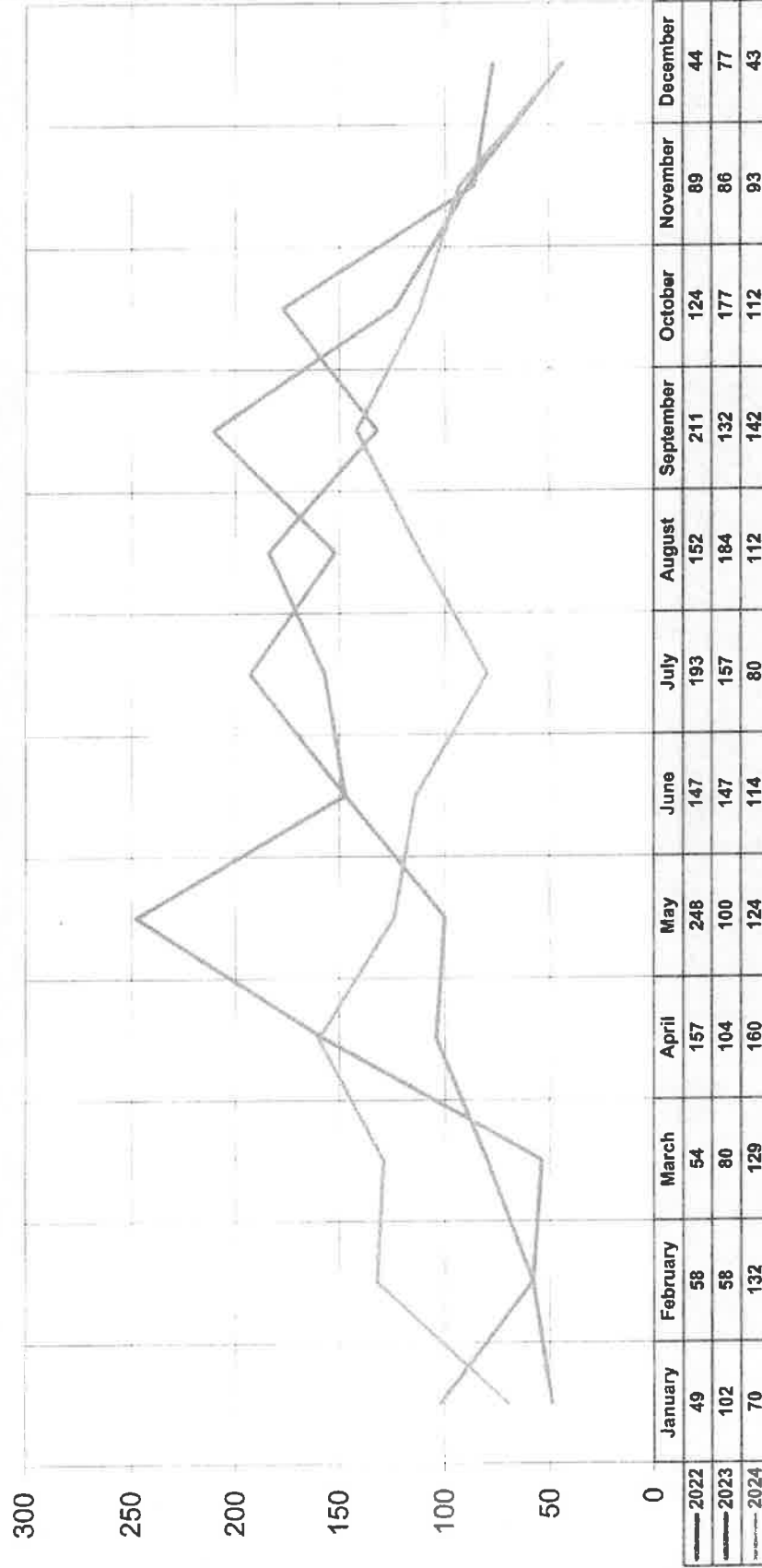
An independent Auditor's Report for 2024 was sent separately along with payment. I invite you to review the enclosed reports and statistics and please feel free to contact me with any questions or comments that you may have.

Yours sincerely,

Linda McCutcheon

Linda McCutcheon
Supervisor of Court Operations

POA Charges Received for Elliot Lake/Blind River 0161 - 2024



2024 – (0161)

ELLIOT LAKE & BLIND RIVER

DOCKET INFORMATION						
	2022		2023		2024	
	EL	BR	EL	BR	EL	BR
REGULAR POA COURT	9	14	10	10	10	11
SPECIAL TRIALS	0	0	2	0	1	0
ADD ON (BLITZ) COURT	0	0	1	0	1	2

There are two designated French days per year/per location for requested French trials.

Special trials are court matters that are anticipated to last longer than 2 hours and are appointed as a special day(s).

Add on court days are additional dates that are requested to help alleviate the backlog in court matters and to avoid over length courts.

INTAKE COURT INFORMATION			
	2022	2023	2024
FAIL TO RESPOND	339	323	263
QUASHED TICKETS	8	1	0
WALK-IN GUILTY PLEAS	0	5	3

If a defendant does not choose one of the listed three options on an offence notice within 45 days, they are automatically added to a fail to respond docket to be reviewed for conviction.

Quashed tickets are offence notices that have a flaw in the ticket and it is therefore quashed.

A walk-in guilty plea is when a defendant wishes to speak with a Justice of the Peace to ask for a reduction in the fine and/or more time to pay due to financial circumstances.

Types of charges received 2024 - Elliot Lake

Types of charges received 2024 - Elliot Lake																																										
	215	242	342	504	508	513	519	530	544	551	552	554	557	559	565	570	580	581	600	717	725	753	763	766	779	789	815	822	833	850	873	874	882	894	BLO	BLP	CCA	HTA	LLA	TOTAL		
January					6			5								2	3																3	1								20
February					18			1				3				6							1	4									4		3		1			107	148	
March					7		2	3			1	2				2		1																2			1	1	112	134		
April					2												2		2															6				2	146	161		
May					4			1			1	6						1																3	1	7		124	148			
June					7			1				6					1																	1				105	121			
July			2					2			1	6				1	3	1																				1	61	76		
August					7			2				1				8			1														2					1	98	120		
September			1		10			1				4				1					2		7	2									5			1		118	152			
October					5			1			5	1				1		3			1		2											2			2		91	114		
November				2	10			3	2		1	2					2																	1	1	2	4		84	114		
December					5			4				4						1					2											3	2			44		65		

215	Canadian Shipping Act	717	Motorized Snow Vehicle Regulation
242	Small Vessels Regulation	725	Forest Fires Prevention Regulation
342	Competency/Pleasure Craft Regulations	753	Fire Protection/Prevention Act
504	Building Code Act	763	Fish & Wildlife Conservation Act
508	Compulsory Automobile Insurance Act	766	Fish & Wildlife Conservation Regulation
513	Dangerous Goods Transportation Act	779	Christopher's Law (Ontario Sex Offender Registry)
519	Environment Protection Act	789	Ontario Society for the Prevention of Cruelty to Animals
530	Highway Traffic Regulation	815	Provincial Parks and Conservation Reserves Act
544	Motorized Snow Vehicle Act	822	Fire Protection/Prevention Regulation
551	Occupational Health & Safety Act	833	Environment Protection Regulation
552	Off Road Motor Vehicle Act	850	Ontario College of Trades and Apprenticeship Act
554	Ontario Fishery Regulation	873	Emergency Management Civil Protection Act
557	Ontario Water Resources Act	874	Reopening Ontario Act
559	Pesticides Act	882	Liquor Licence and Control Act
565	Provincial Offences Act	894	Smoke Free Ontario Act
570	Public Lands Act	BLO	By-laws (other)
580	Tobacco Tax Act	BLP	By-laws (parking)
581	Trespass to Property Act	HTA	Highway Traffic Act
600	Forest Fires Prevention Act	LLA	Liquor Licence Act
		CCA	Canabis Control Act

Confidential - For Internal Use Only
POA Municipal Court Activity by Location
Ontario Court of Justice

Elliot Lake, Town of Blind River, Townships of Sheddin and North Shore, City

Measure	Category	2024/Jan	2024/Feb	2024/Mar	2024/Apr	2024/May	2024/Jun	2024/Jul	2024/Aug	2024/Sep	2024/Oct	2024/Nov	2024/Dec	Last 12 Months Prior Year	% Change
Summary	Charges Received	70	132	129	160	124	114	80	112	142	112	93	43	1,311	-3.2%
	Charges Disposed	99	81	110	144	138	117	151	99	131	133	100	27	1,283	3.7%
	Charges Pending	135	154	185	171	152	171	135	144	123	58	71	91	182	-43.8%
Values of Fees (\$)	Outstanding	\$12,016	\$11,782	\$16,236	\$17,252	\$13,755	\$9,553	\$17,427	\$14,787	\$26,356	\$16,154	\$11,322	\$6,259	\$142,923	21.0%
	Charges Received	\$2,911,703	\$2,914,621	\$2,891,618	\$2,891,618	\$2,885,616	\$2,882,909	\$2,884,624	\$2,883,590	\$2,821,753	\$2,825,958	\$2,849,041	\$2,850,659	\$2,850,659	-1.3%
	Charges Disposed	60	120	109	157	124	91	61	95	120	109	57	26	1,130	-5.5%
Events Head	Part I	10	12	20	3	124	23	19	16	22	3	36	17	158	18.6%
	Part II	70	132	129	160	124	114	80	112	142	112	93	43	1,354	-3.2%
	Total	80	144	149	163	138	127	99	128	164	125	129	60	1,512	-3.2%
Charges Disposed	Part I	55	29	39	63	72	75	76	34	48	54	33	43	684	-11.6%
	Part II	62	22	52	26	36	62	64	28	53	52	84	54	478	13.2%
	Total	117	51	91	89	108	137	140	62	101	106	117	97	1,162	-1.5%
Charges Disposed	Part I	31	44	75	83	76	54	69	62	70	76	33	27	683	5.6%
	Part II	20	23	12	37	41	30	25	23	20	22	10	3	332	-20.8%
	Total	51	67	87	120	117	84	94	85	90	98	43	30	1,015	-10.0%
Charges Disposed	Part I	31	44	75	83	76	54	69	62	70	76	33	27	683	5.6%
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Per the Memorandum of Understanding:

This Annual Report template is provided to assist Municipal Partners in meeting the annual reporting responsibility under para. 8.4 of the POA Transfer Agreement Memorandum of Understanding. This Annual Report must be submitted in electronic format by March 31 of each year, for the previous year.

This report is intended to facilitate effective performance and compliance monitoring.

The Ministry will review all reports submitted and may request additional information. General information from these reports may be included in an annual report on the state of the municipally managed POA court sector.

When complete, please send via e-mail to your local Crown Attorney.

Municipal Partner: The Corporation of the
Town of Espanola for Elliot Lake & Blind
River

ICON IDs: 0161 / 0163 / 0167

Supervising Lawyer of Prosecutions:
George Fournier

Email: fournierpoa@espanola.ca

☒ By checking this box, I confirm that all incidents related to the issues detailed in the following pages during the previous year have been reported to the local Crown Attorney

This annual report confirms that all incidents related to the below issues in the previous year have been reported to the local Crown Attorney.

1. Constitutional Challenge including a declaration that legislation is unconstitutional or that an individual's Charter rights have been violated

A finding that Provincial legislation is unconstitutional or repeated findings of Charter violations can have broad implications for the justice system. The local Crown Attorney must be informed of constitutional challenges including in the following instances:

- An application to declare any Provincial legislation unconstitutional e.g. a section of the *Highway Traffic Act* or the *Cannabis Control Act*;
- If there is **an increase** in constitutional challenges with respect to a specific aspect of the justice system e.g. applications based on s.11(b), or repeated allegations of *Charter* violations against a police service; or,
- A negative ruling under section 11(b) that attempts to change the prescribed time limits regarding time to trial.

2. Significant case issues

A finding that compromises the justice system or impacts court procedure and processes can have broad implications across the province. The local Crown Attorney must be informed of cases where there is a potential that there could be a finding that would do either of these things including in the following instances:

- Where required court practices are not followed and there is an adverse impact on due process or the administration of justice e.g. a successful application for disclosure or the dismissal of a prosecution appeal of an acquittal;
- Where an application has been brought before the Superior Court of Justice - whether by the Municipality or the defendant; or,
- Where a prosecution appeal is filed, the filing of the appeal should be reported with the outcome of the appeal being reported upon the completion.
- Where a case involving a death has been delegated to the Municipality, the anticipated withdrawal or stay of any provincial offence involving a death (***applies to Part III transfer sites***)

3. Alleged prosecutor impropriety, incompetence or misconduct

Municipal Prosecutors must make decisions in a manner that is objective and consistent with the highest standards of professionalism. The conduct of a Municipal Prosecutor should reflect favourably on the administration of justice, and inspire the confidence, respect and trust of the community. The local Crown Attorney must be informed of any circumstance that compromises the professionalism or integrity of a Municipal Prosecutor, including in the following instances:

- Where prosecutorial decision-making appears to have been influenced by sources outside the facts of the case e.g. the personal feelings of any official involved in the prosecution about the alleged accused or political influences; or,;
- Any alleged breaches of prosecutorial standards or policies; or,;
- Where the Municipal Prosecutor's alleged impropriety, incompetence or misconduct adversely affects court procedure or processes or the administration of justice.

4. Conflict of interest

Municipal Prosecutors must avoid real or perceived conflicts of interests. Conflicts may arise as a result of a connection to a person or entity, either in their personal life or at work. A conflict of interest may arise in any situation where a Municipal Prosecutor's private interests are actually or may be reasonably perceived to be in conflict with their prosecutorial responsibilities. The local Crown Attorney must be informed of any actual or perceived conflict of interest involving a Municipal Prosecutor, including in the following instances:

- Using their position to benefit themselves, their spouse or their children;
- Accepting a gift, including any benefit of any kind, from someone they deal with professionally unless it is of nominal value (gifts valued under \$50) and given as an expression of courtesy or hospitality;
- Give or appear to give preferential treatment based on private interests; or,
- Engaging in business activities outside their job if doing so would influence or conflict with their duties at work e.g. representing someone in a POA case.

2024 Provincial Offences Act (POA) Annual Reports

This Annual Report template is provided to assist Municipal Partners in meeting the annual reporting responsibility under para. 8.4 of the POA Transfer Agreement Memorandum of Understanding. This Annual Report must be submitted in electronic format by **May 30, 2025**. Please note that a response for each question is mandatory. This report is intended to facilitate effective performance and compliance monitoring. Specific information submitted in this report will not be shared with other municipalities without the municipal partner's permission. However, general information from these reports may be included in an annual report on the state of the municipally managed POA court sector.

The ministry will review all reports submitted and may request additional information. Please note some responses will require further explanation and may require you to file Incident Reports with the ministry.

When complete, please e-mail the POA Unit at: JUS.G.MAG.POASupport@ontario.ca. Questions about the report should be directed to the e-mail address above.

Section 1: 2024 POA Annual Report

1. **Name of Municipal Partner:** Elliot Lake & Blind River
2. **ICON Court Location ID(s):** 0161 – 0163 - 0167
3. **Manager/Supervisor of POA Operations:** Linda McCutcheon
4. **Email Address:** lmccutcheon@espanola.ca
5. **Submitted by (if other than Manager):**

6. **OPERATIONAL PROCEDURES:** Does the supervisor/manager perform regular spot reviews of data entered into ICON to ensure timely and accurate data entry?

Yes

No

7. If you answered no, please explain why:

Enter your answer

8. **OPERATIONAL PROCEDURES:** Have all staff taken the Oath of Office?

Yes

No

9. If you answered no, please explain why:

Enter your answer

10. **TRIAL SCHEDULING:** What dates are being scheduled for Part I requests for trial?

1-30 days

30-60 days

90-120 days

120-180 days

Over 180 days

11. **TRIAL SCHEDULING:** How far into the future are Part II trials being scheduled (if applicable)?

1-30 days

30-60 days

90-120 days

120-180 days

Over 180 days

12. **TRIAL SCHEDULING:** What is the estimated volume of pending Requests for Trial for Part I cases waiting to be scheduled?

Our court office is now scheduling tickets that were received in the month of February to present.

13. **TRIAL SCHEDULING:** Is the Courtroom Utilization (ISCUS) Report verified on a monthly basis?

☒ Yes

☐ No

14. If you answered no, please explain why:

Enter your answer

15. **TRIAL SCHEDULING:** Are all docket listings reviewed to ensure all docket lines have been updated, balanced, and finalized in ICON on a weekly basis?

☒ Yes

☐ No

16. If you answered no, please explain why:

Enter your answer

17. **EARLY RESOLUTION:** Is early resolution as described in Section 5.1 of the *Provincial Offences Act* offered at your municipal court?

☒ Yes

☐ No

18. **EARLY RESOLUTION:** What is the estimated volume of pending Early Resolution Meeting Requests waiting to be scheduled?

☐ 0-50

☐ 50-100

☐ 100-500

Over 500

19. **REMOTE VIDEO PROCEEDINGS:** What technology does your municipal court use to conduct remote proceedings?

Zoom

Microsoft Teams

WebEx

Google Meet

Other:

20. **REMOTE VIDEO PROCEEDINGS:** Are there contingency plans in place in the event there are technology challenges (e.g., software or hardware) in conducting remote proceedings?

Yes

No

21. If you answered yes, please provide details:

We have a clerk signed on from the office who can communicate with defendants, lawyers and agents in the event that we have technology challenges.

22. If you answered no, when will a plan be put in place?

Enter your answer

23. **INTERPRETERS:** Does your court use the SharePoint Interpreter Scheduling Tool to invite and confirm accredited freelance court interpreters?

Yes

No

24. If you answered no, please explain:

Enter your answer

25. **INTERPRETERS:** Has your court encountered any issues with securing interpreters in this reporting year?

Yes

No

26. If you answered yes, please provide details:

Enter your answer

27. **TRANSCRIPT AND RECORDING MANAGEMENT:** Is your court location is still reliant on paper-based processes for storing audio recordings

Yes

No

28. If you answered yes, please explain why and describe when you will be in compliance with the Court Reporting Management Manual (available on the POA Information Services Website):

Enter your answer

29. **TRANSCRIPT AND RECORDING MANAGEMENT:** Do you use an external agency to produce transcripts?

Yes

No

30. **TRANSCRIPT AND RECORDING MANAGEMENT:** Do you have a process in place to track and monitor the timely production of transcripts?

Yes

No

31. If you answered yes, please explain your process:

We have a checklist and upon sending the transcript to the transcriptionist, we have timelines to be in contact to ensure it is being done in a timely fashion.

32. If you answered no, please explain why and when will this be addressed:

Enter your answer

33. **TRANSCRIPT AND RECORDING MANAGEMENT:** Are digital audio recordings only shared with the authorized parties in compliance with the Ontario Court of Justice policy (available on the POA Information Services Website) and only after signing an Undertaking with the Court?

Yes

No

34. If you answered no, please explain why and when do you expect to have this process in place:

Enter your answer

35. **EXHIBITS:** Are exhibits safeguarded from unauthorized access, damage, or loss and stored in a manner consistent with the nature of the exhibit?

Yes

No

36. If you answered no, please explain why and when do you expect to have a process in place:

Enter your answer

37. **FINANCIAL MANAGEMENT:** When was an independent audited financial statement electronically submitted to the Ministry for the period covering year ending **2023**:

Please input date (8/21/2024)

38. **FINANCIAL MANAGEMENT:** Are the daily cash receipts guidelines in the POA Self-Assessment Workbook followed?

Yes

No

39. If you answered no, please explain why and when your court will be in compliance:

Enter your answer

40. **FINANCIAL MANAGEMENT:** Are refunds/disbursements promptly completed when necessary?

Yes

No

41. If you answered no, please explain why and when you plan to have them completed:

Enter your answer

42. **FINANCIAL MANAGEMENT:** Has your municipality developed a Write Off Policy and Guidelines (information available on the POA Information Services Website) that the POA Court follows?

Yes

No

43. If you answered no, please explain why:

Enter your answer

44. **FINANCIAL MANAGEMENT:** What is the total value of all council approved write-offs completed during the reporting year?

N/A

45. **FINE ENFORCEMENT:** Are defaulted fines enforced using available POA enforcement tools upon the ICON Enforcement Reports being produced?

Yes

No

46. If you answered no, please explain why:

Enter your answer

47. **FINE ENFORCEMENT:** Please list all enforcement tools currently being used:

Licence suspension

Plate denial

Municipal tax roll

Certificate of default

Writ of seizure or sale/garnishment

Third party collection agency

Internal collection agency

48. **FACILITIES:** Are there any plans to renovate or build new court facilities?

Yes

No

49. If you answered yes, please provide details and differentiate between any planned new builds and renovations:

Enter your answer

50. If you answered yes, have key local stakeholders (e.g., local judiciary, prosecutors, enforcement agencies, MAG, etc.) been consulted prior to and during the planning phase?

Yes

No

51. If you answered no, please explain why:

We have a court facility for our court location

52. **ACCESSIBILITY:** Do your municipal accessibility programs and policies comply with all requirements of the *Accessibility for Ontarians with Disabilities Act* and related regulations?

Yes

No

53. If you answered no, please explain why:

Enter your answer

54. **FRENCH LANGUAGE SERVICES:** Is your court service area designated under the *French Language Services Act*?

Yes

No

55. If you answered yes, does your office provide the same level of service in French as you would for English speaking clients?

Yes, we provide both the English and French language to all customers and ensure that all documents are bilingual.

56. If you answered yes, as a municipal partner operating within a designated FLS area in Ontario, your municipality is eligible for a multi-year funding allocation. Will your office opt into the multi-year FLS funding allocation for 2025/26?

No, as we have not incurred any cost to offer the French language services.

57. **CUSTOMER SERVICE:** Is there a documented process to receive and address written complaints from the public?

Yes

No

58. If you answered no, please explain why and when will there be one?

Enter your answer

59. **BUSINESS CONTINUITY AND EMERGENCY MANAGEMENT:** Was your local emergency response plan initiated during the reporting year to address potential threats to the safety and well-being of court occupants or disruption of court operations?

Yes

No

60. If you answered yes, please provide details:

Enter your answer

61. **MEMORANDUM OF UNDERSTANDING:** Have there been any situations requiring the use of your conflict of interest guidelines that apply to all employees, elected officials and others delivering POA functions?

Yes

No

62. If you answered yes, please provide details:

Enter your answer

63. **MISCELLANEOUS (FOR INFORMATION PURPOSES ONLY):** Does your POA court track key performance indicators (KPIs)? If so, please provide examples of KPIs being tracked below.

Yes

No

64. If you answered yes, please provide examples of KPIs being tracked:

-Deadlines are met

-Customers are dealt with in a prompt and professional manner

-Weekly meetings are held with staff to ensure that there are no concerns

-Spreadsheets created for use by all staff members to track services

65. **MISCELLANEOUS (FOR INFORMATION PURPOSES ONLY):** Is your office submitting incident reports to report court closures or other incidents?

Yes

No

66. If you answered no, please explain why:

We have not had any incidents or court closures.

Section 2: Best Practices and Performance Improvement Initiatives

Please describe any best practices and performance improvement initiatives undertaken during the reporting year, including a description of outcomes:

67. Customer service improvements:

- Providing all information in both the English and French language.
- Collecting telephone numbers & emails in the event that we need to contact defendants.

68. Inter-municipal mentoring, cooperation, or resource-sharing initiatives:

N/A

69. Fine enforcement improvements:

- We have sent out letters to defendants to collect and have been successful.

70. Staff training initiatives:

- Staff have taken some courses on customer service skills, safety training, compliance training and technical skills training.

71. Facilities modifications (please differentiate between any planned new builds and renovations):

- New audio/video system for court proceedings.

72. Information technology upgrades:

N/A

73. Remote/Zoom proceeding improvements:

N/A

74. Other initiatives:

N/A

Section 3: Relevant Comments

75. Please provide any other comments you feel are relevant to this report:

N/A

Section 4: Online Certification

76. I hereby certify that the information being provided for the annual report is true to the best of my knowledge and is being submitted in compliance with the reporting requirement under para. 8.4 of the Memorandum of Understanding between the Attorney General and Municipal Partners.

☒ I agree

☐ I disagree

77. Name of person certifying:

Linda McCutcheon

Schedule of Revenue and Expenditures of

TOWN OF ESPANOLA
PROVINCIAL OFFENCES OFFICE
ELLIOTT LAKE AND BLIND RIVER COURT SERVICE AREA

And Independent Auditor's Report thereon

December 31, 2024

INDEPENDENT AUDITORS' REPORT

To the Ministry of the Attorney General of Ontario

Qualified Opinion

We have audited the accompanying schedule of revenue and expenditures of the Town of Espanola Provincial Offences Office - Elliott Lake and Blind River Court Service Area (the "Entity"), which is comprised of the schedule of revenue and expenditures for the year ended December 31, 2024 and notes to the schedule of revenue and expenditures (the "schedule"), including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying schedule presents fairly, in all material respects, the revenue and expenditures of the Entity for the year ended December 31, 2024 in accordance with the basis of accounting described in note 1 to the schedule.

Basis for Qualified Opinion

The Town of Espanola Provincial Offences Office - Elliott Lake and Blind River Court Service Area derives its revenue from provincial offences which are provided by the ICON system, maintained by the Province of Ontario. The scope of our audit did not include a review over the controls of this system nor was a service auditor's report made available to us. Therefore, we were not able to determine whether any adjustments might be necessary to provincial offences revenues, victim fine surcharges and dedicated fines for the years ended December 31, 2024 and December 31, 2023.

The predecessor auditor's opinion on the schedule for the year ended December 31, 2023 was modified accordingly because of the possible effects of this limitation of scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the schedule in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Emphasis of Matter - Financial Reporting Framework

We draw attention to Note 1 to the schedule, which describes the applicable financial reporting framework. The schedule of revenue and expenditures is prepared to report the revenue and expenditures related to the operation of the Town of Espanola Provincial Offences Office - Elliott Lake and Blind River Court Service Area to the Ministry of the Attorney General of Ontario. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Other Matter

The schedule for the year ended December 31, 2023 was audited by another auditor who expressed a qualified opinion on the schedule on August 16, 2024 for the reasons described in the *Basis for Qualified Opinion* section.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation and fair presentation of the schedule in accordance with the basis of accounting described in note 1 to the schedule, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

In preparing the schedule, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.



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Auditor's Responsibility for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our qualified opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the schedule. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the schedule, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the schedule or, if such disclosures are inadequate, to modify our qualified opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the schedule, including the disclosures, and whether the schedule represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

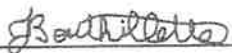
Huntsville, Ontario
September 23, 2025

Pahapill and Associates Professional Corporation
Chartered Professional Accountants
Authorized to practise public accounting by
The Institute of Chartered Accountants of Ontario

TOWN OF ESPANOLA
PROVINCIAL OFFENCES OFFICE
ELLIOTT LAKE AND BLIND RIVER COURT SERVICE AREA
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024 (unaudited)	Actual 2024	Actual 2023
REVENUES			
Fines	148,000	170,933	142,174
Other court area fines	68,000	124,625	73,460
TOTAL REVENUE	216,000	295,558	215,634
EXPENDITURES			
Salary and benefits	108,760	102,656	97,949
Administrative	72,760	84,756	70,377
Prosecution	36,500	28,761	35,656
Victim fine surcharge	28,000	31,342	26,366
Adjudication	14,660	13,236	14,658
Dedicated fines	10,000	8,968	7,950
Provincial charges	7,000	5,452	6,966
Other court area fines	-	4,520	3,320
TOTAL EXPENSES	277,680	279,691	263,242
NET EARNINGS (LOSS) (Note 3)	(61,680)	15,867	(47,608)

APPROVED ON BEHALF OF THE ENTITY:

 Manager

The accompanying notes are an integral part of the schedule of revenue and expenditures.

TOWN OF ESPANOLA
PROVINCIAL OFFENCES OFFICE
ELLIOTT LAKE AND BLIND RIVER COURT SERVICE AREA
 NOTES TO THE SCHEDULE OF REVENUE AND EXPENDITURES
 Year Ended December 31, 2024

1. **BASIS OF ACCOUNTING**

The Schedule has been prepared for the Ministry of the Attorney General of Ontario. The agreement requires the Schedule to be prepared in accordance with generally accepted accounting principles ("GAAP"). Management of the Town of Espanola has interpreted GAAP to be the recognition and measurement principles in accordance with Canadian Public Sector Accounting Standards ("PSAB"), except that it does not provide for employee future benefits and does not capitalize and amortize tangible capital assets. Management has further interpreted that GAAP does not include the presentation principles and the presentation of all financial statements and note disclosures required by PSAB for a complete set of financial statements.

2. **SIGNIFICANT ACCOUNTING POLICIES**

(a) Fine revenue is recognized in the period to which the cash has been received as collection cannot be reasonably assured until payment is received.

(b) Expenditures are recognized in the period goods and services are acquired and a liability is incurred or transfers are due.

(c) Tangible capital assets acquired are reported as an expenditure, amortization is not recorded.

(d) Employee future benefits are provided which will require funding in future periods. These benefits are recorded on a cash basis.

3. **COURT SERVICES AGREEMENT**

The Ministry of Attorney General has entered into a Memorandum of Understanding ("MOU") pursuant to the Streamlining of Administration of Provincial Offences Act (1998) with respect to the transfer of Provincial Offences Act responsibilities to the Corporation of the Town of Espanola. The MOU contains terms and conditions that apply to every Municipal Partner in this transfer. The Ministry of Attorney General and the Corporation of the Town of Espanola recognize that there are certain terms and conditions that are specific to a Court Service Area; therefore, an agreement has been signed by the municipal partners setting out those specific terms and conditions.

This agreement is between the Corporation of the Town of Espanola and the Corporation of the City of Elliott Lake, the Corporation of the Town of Blind River, the Corporation of the Town of Spanish and the Corporation of the Township of the North Shore. This agreement has a term of five years commencing June 5, 2023.

TOWN OF ESPANOLA
PROVINCIAL OFFENCES OFFICE
ELLIOTT LAKE AND BLIND RIVER COURT SERVICE AREA
NOTES TO THE SCHEDULE OF REVENUE AND EXPENDITURES
Year Ended December 31, 2024

The Municipal partners of the agreement share net revenue on the following basis:

	2024 \$	2024 %	2023 \$	2023 %
The Corporation of the Town of Elliott Lake	\$ 11,029	69.50	\$ (32,630)	68.54
The Corporation of the Town of Blind River	3,592	22.64	(11,050)	23.21
The Corporation of the Town of Shedden	669	4.22	(2,219)	4.66
The Corporation of the Township of North Shore	577	3.64	(1,709)	3.59
	\$ 15,867	\$ 100.00	\$ (47,608)	\$ 100.00

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél.: 416 585-7000



234-2025-4923

October 30, 2025

Dear Head of Council:

I am writing to update you on amendments to the *Development Charges Act, 1997* (DCA) that were made by Bill 17, the *Protect Ontario by Building Faster and Smarter Act, 2025*, and corresponding changes to Ontario's Building Code.

As you recall, our government introduced Bill 17 to help speed up the construction of new homes and infrastructure by streamlining development processes and reducing costs, in partnership with municipalities. Among the changes, the Bill:

- Amended the DCA to provide for payment of development charges (DCs) for non-rental residential developments to be made in full at the earlier of the date an occupancy permit is issued and the date a development is first occupied. This deferral would encourage residential construction activity by enhancing a developer's cashflow flexibility.
- Removed authority for municipalities to charge interest on any legislated DC deferral amounts, except to the extent such interest has accrued prior to these changes coming into force.

The amendments noted above require a commencement order to come into force. Following consultations with municipal and industry experts, the government has issued a commencement order to bring these changes into force on November 3, 2025.

To support the implementation of deferred development charges, I will be amending the Building Code to require that all non-rental residential buildings subject to a deferred development charge will now require an occupancy permit, which can only be issued once these deferred development charges have been paid. These targeted changes will establish a clear, enforceable payment trigger for municipalities while leaving all life-safety requirements for occupancy unchanged. These Building Code amendments will take effect alongside the DCA amendments on November 3, 2025. Municipalities without development charges, and requirements for other buildings, are unaffected.

I look forward to continuing to work together to get shovels in the ground to build more homes that Ontarians can afford. Please accept my best wishes.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer
 Robert Dodd, Chief of Staff
 Martha Greenberg, Deputy Minister
 Caspar Hall, Assistant Deputy Minister, Local Government Division
 David McLean, Assistant Deputy Minister, Housing Policy and Planning Division

9a

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

BY-LAW NO. 25-33

**Being a By-law Relating to the 2026 Municipal Election matters
(language(s) used for election forms/notices/information; use of alternative
Voting method and use of vote counting equipment)**

WHEREAS Section 42 of the *Municipal Elections Act, 1996*, as amended permits a local municipality to pass a by-law authorizing electors to use an alternative voting method, such as voting by mail or by telephone/internet, that does not require electors to attend at a voting place in order to vote;

AND WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, Section 8 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act;

AND WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, Section 9(a, b) states that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, Section 9(2) states that in the event of ambiguity in Sections 8 and 11, those sections shall be interpreted broadly to include, rather than exclude, municipal powers that existed on December 31, 2002;

AND WHEREAS Council deems it appropriate and in the public interest to conduct the 2026 Municipal Election in accordance with this By-Law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. **LANGUAGES IN NOTICES, FORMS, INFORMATION**

1.1 That election forms (other than prescribed forms), notices and other information will be provided in English.

2. **USE OF ALTERNATE VOTING METHOD**

2.1 That the alternative voting method of "telephone/internet" is hereby authorized for the 2026 Municipal Election.

2.2 That a telephone/internet voting kit shall be provided to every person who qualifies to be an elector. The kit shall either be mailed or directly provided to each qualified elector.

- 2.3 That the vote kit shall consist of such necessary material as the Clerk/Returning Officer determines.
 - 2.4 That a voting station shall be established at the Township of North Shore Municipal Office 1385 Hwy 17 Algoma Mills, ON
 - 2.5 That a Voting Station means a voting place under the supervision of the Clerk/Returning Officer, Assistant Returning Officer or a Deputy Returning Officer where electors who require assistance using the telephone/internet voting method shall be provided with support to enable them to vote, providing they are qualified.
 - 2.6 That every elector has the responsibility of completing the internet/telephone ballots in accordance with the *Municipal Elections Act, 1996, as amended*, and the procedures authorized by this By-Law and vote on or before 8:00 p.m. on Voting Day.
 - 2.7 That no proxy voting provisions or advance voting provisions other than Voting Station are applicable at 2026 Municipal Elections conducted in accordance with this By-Law.
 - 2.8 That the Clerk/Returning Officer shall prepare procedures and rules for the telephone/internet voting method for the 2026 municipal election and provide these procedures and rules to each candidate upon filing of the candidate's nomination.
 - 2.9 That any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act, 1996, as amended*, or the procedures and rules as established pursuant to Paragraph 2.8 of this By-Law may be prosecuted pursuant to the provisions of the *Municipal Elections Act, 1996, as amended*.
3. ENACTMENT
This By-Law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 5TH DAY OF
NOVEMBER 2025.**

Tony Moor, Mayor

Rachel Jean Schneider, Clerk

9b

BY-LAW 25-34
THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

Being a By-Law for the Corporation of the Township of The North Shore to enter into an Agreement with Simply Voting and DataFix VoterView for voting by telephone/internet for the year 2026 Municipal Elections.

WHEREAS *the Municipal Elections Act, S.O. 1996*, Subsection 42(1)(b) states that the Council of a local municipality may pass by-laws to authorize electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote;

AND WHEREAS *the Municipal Act 2001, S.O. 2001*, Chapter 25, Section 8 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act;

AND WHEREAS *the Municipal Act 2001, S.O. 2001*, Chapter 25, Section 9(a, b) states that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS *the Municipal Act 2001, S.O. 2001*, Chapter 25, Section 9(2) states that in the event of ambiguity in Sections 8 and 11, those sections shall be interpreted broadly to include, rather than exclude, municipal powers that existed on December 31, 2002;

AND WHEREAS the Council of the Corporation of the Township of The North Shore by By-Law 25-33 authorized an alternative voting method;

AND WHEREAS the Council of the Township of The North Shore deem it necessary and appropriate to enter into an Agreement with Simply Voting and DataFix VoterView for the purpose of providing the alternative method of voting, being "Voting by Telephone/Internet", to ensure greater accessibility of all voters to exercise their individual and democratic right.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE ENACTS AS FOLLOWS:

1. That the Corporation of the Township of The North Shore enter into an Agreement with Simply Voting and DataFix VoterView, the Agreement for the purpose of providing the alternative method of voting as authorized by Council.
2. That the Clerk is hereby authorized to execute the agreements, to be attached as Schedule "A" to this by-law once signed.

That any by-law inconsistent to this by-law is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED ON THE 5TH DAY OF NOVEMBER 2025.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk

BY-LAW 25-35**THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE****Being a bylaw to confirm the proceedings of Council
at its Regular Council Meeting of November 5, 2025.**

The Council of the Corporation of the Township of The North Shore hereby enacts as follows:

WHEREAS Section 5(3) of the *Municipal Act, 2001, S. O. 2001, c.25*, as amended requires municipal Council to exercise a municipal power including a municipality's capacity, rights, powers and privileges under Section 9, by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Corporation of the Township of the North Shore deems it desirable to confirm the proceedings of Council at its Regular Council Meeting of November 5, 2025.

NOW THEREFORE the Council of the Corporation of the Township of the North Shore hereby enacts as follows:

1. That each motion, resolution, and other action passed and taken by the Council at its Regular Council meeting of November 5, 2025, is hereby adopted, and ratified and confirmed.
2. The Head of Council and the proper officers of the Corporation of the Township of the North Shore are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk, or if absent, the designate, are hereby directed to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED
THIS 5th DAY OF NOVEMBER 2025.**

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer