



<b>Subject:</b>	2018 Municipal Election General Overview and Accessibility Report
<b>To:</b>	General Business & Finance Committee
<b>From:</b>	Legislative Services

<b>Report Number:</b>	LS-01-19
<b>Wards Affected:</b>	All
<b>Date to Committee:</b>	Monday, January 7, 2019
<b>Date to Council:</b>	Monday, January 28, 2019

### **Recommendation:**

For information only.

### **Purpose:**

The purpose of this report is to address the legislative requirements and fulfill the statutory obligation of the *Municipal Elections Act, 1996 (MEA)*. This provides information regarding the implementation of the 2018 Municipal Election for the Town of Lincoln.

### **Background:**

The *MEA* regulates the conduct of municipal and school board elections in Ontario. The *MEA* covers the administration of the electoral process including:

- Elections of persons;
- Roles and responsibilities of the municipal clerk, municipal council, school board; school board secretary, candidates and electors;
- Rules related to voting, voter and candidate eligibility;
- Methods of voting;
- Voting and election related procedures
- Rules related to campaign financing;
- Referendums;
- Compliance, enforcement and penalties; and
- Accessibility

The 2018 Municipal Election held for nine (9) elected members of Council in the Town of Lincoln, one (1) local school board Trustee for each of the four school boards and one (1) Regional Councillor that represents the Town at the Regional Municipality of Niagara.

The *MEA* outlines accessibility related obligations and regulations upheld by the Clerk in every municipality in Ontario:

- Section 12.1: *“A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.”*
- Section 12.1(2): *“Within 90 days after voting day in a regular election, the Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.”*

Overall, the *MEA* outlines the provisions to conduct elections pertaining to municipalities in Ontario including, but not limited to, accessibility.

## **Report:**

### **Voter Turnout and Voting Methods**

During the 2018 Municipal Election, 6,694 electors cast their ballots by internet voting and in-person voting opportunities in Lincoln. For the 2018 Municipal Election, voter turnout totaled 39.1 percent. This compares with the 37.4 percent of eligible electors that cast their vote in the 2014 Municipal Election. Electors were given the option to access one of the following voting opportunities:

- Internet Voting (Oct. 3-17, 2018)
- Advanced Voting In-Person with Accessible Devices (Oct. 13, 2018) at Town Hall
- Advanced Voting In-Person with Accessible Devices (Oct. 17, 2018) at Town Hall
- Voting Day In-Person (Oct. 22, 2018) at nine Voting Locations
- Special Voting Opportunities (SVO) (Oct. 22, 2018) at four Voting Locations

The voter turnout breakdown by voting method is as follows:

Voting Opportunity	Electors Voted	Approximate Percentage of the Voter Turnout %
Internet Voting	2,345	35.0
Advanced Voting	412	6.2
Voting Day (9 locations)	3,876	57.9
Voting Day SVO (4 locations)	61	0.9

### **Communication Initiatives**

A major focus for the 2018 Municipal Election was to engage the public and provide electors with election related information in a timely manner. Legislative Services and Communications worked together over the course of the election year to tailor an effective and well-timed communications plan for electors in Lincoln. Below is a summary of election related initiatives that took place over the course of the election year:

Date	Initiative	Objective
Feb. 27, 2018	2018 Municipal Election Focus Group	Facilitate a general discussion with electors regarding accessibility, Voting Locations, engagement strategies and general feedback.
April 19, 2018	Candidate Information Night (Niagara Falls)	Ministry of Municipal Affairs and Housing provided potential candidates with resources pertaining to running in the municipal election.
June 2, 2018	Touch-a-Truck	Provide electors with the opportunity to see if they are on the Voters' List and to obtain answers for election related questions.
Sept. 7, 2018 – Oct. 19, 2018	Online Voters' List Registration Tool	Provide electors with the capacity to add themselves to the Voters' List with valid identification in a convenient and timely manner.
Sept. 17, 2018	Release of Voter Notification Letters	Advise residents of voting opportunities, important dates, times and locations as well as elector related information.
Sept. 26 & Oct. 2, 2018	Internet Voting Workshops (Fleming Centre & Rittenhouse Library)	Provide resources outlining the steps for internet voting and educate electors on the internet voting process.
Nov. 27, 2018	2018 Post-Municipal Election Focus Group (CANCELLED DUE TO LOW REGISTRATION)	Facilitate a general discussion with electors on the successes and shortfalls of the 2018 Municipal Election.
Nov. 15, 2018 – Dec. 7, 2018	2018 Municipal Election Survey	Receive public feedback related to voting experiences and accessibility

ONGOING	Open Walk-In Policy at Town Hall	Ensure that electors and candidates were always provided with sufficient information and resources pertaining to the 2018 Municipal Election.
ONGOING	Public Inquiry Email & Telephone Line	Provide a timely and adequate response to electors that had questions related to the 2018 Municipal Election.

In addition to the initiatives taken on by the Elections Team to engage the public during the 2018 Municipal Election, a large volume of advertisements that were circulated via radio, newspaper and social media posts to inform the public of the important information about the 2018 Municipal Election. Below is an outline of the advertisements that were released:

Communication Initiative	Number of Released Advertisements
Radio Advertisement (Niagara Votes)	10
Newspaper Advertisement (Niagara Votes)	9
Newspaper Advertisement (Lincoln)	4
Facebook Post (Lincoln)	43
Twitter Post (Lincoln)	43

## **Election Equipment & System Testing**

The 2018 Municipal Election required a substantial amount of collaboration between Legislative Services and our contracted partners:

- Dominion Voting – Internet Voting and Tabulator Voting Service Provider
- DataFix – Voters' List and Electoral Data Management
- Municipal Property Assessment Corporation (MPAC) – Voters' List Provider

The internet voting application provided by Dominion Voting underwent significant web application penetration and security testing by a third-party provider, Digital Boundary Group. The testing was done in partnership with 12 other municipalities in Ontario.

Each tabulator used in the 2018 Municipal Election, including the three spares in the case of a contingency, (14 tabulators total) underwent rigorous logic and accuracy testing. The testing that was completed verified that the election equipment was functioning properly and that the election has been configured properly. The tests included:

- Markings on the ballots for each contest and each potential voting combination

- Non-typical markings including ambiguous marked ballots, blank ballots and undervote contest that should display warning messages
- All assistive voting devices
- The receipt strips to ensure accurate display of results

In addition, the internet voting application underwent the same testing process to ensure that all stages of the application were functioning appropriately.

### **Accessibility – 2018 Municipal Election**

In accordance with the requirements of the *MEA*, staff undertook preparations for the 2018 Municipal Election by identifying accessibility barriers by:

- Reviewing past election accessibility initiatives
- Holding an election focus group in February 2018 to receive accessibility recommendations from electors in the municipality
- Receiving input from the Town of Lincoln's Joint Accessibility Advisory Committee (JAAC) on identification of barriers
- Implementing the use of internet voting as an accessible method of voting in the 2018 Municipal Election
  - Providing public training on how to utilize the voting application and the accessibility features
- Providing the use of accessible devices (such as the sip-and-puff device, audio ballots, voting paddles, etc.) at the Advanced Voting Opportunities
- Offering a public feedback survey for electors, candidates and election workers to provide their input pertaining to their voting experience with specific emphasis on accessibility
- Provided detailed step-by-step instructions for electors to use if they wished to cast their ballot via internet voting

The Elections Team sought to remove and prevent any potential barriers for electors that would use all methods of voting by:

- Providing communications initiatives and information in alternative formats for candidates and electors upon request
- Posting all information on the Town of Lincoln's website
- Implementing a web application for electors to verify whether they were on the Voters' List, add themselves or change their information to the Voters' List and view their Voting Location
- Providing all candidates with information regarding campaign expenses and specific rules affecting candidates with disabilities
- Implementing "Form EL2018A Accessible Election Policies and Procedures", which has been attached as Appendix A, to provide equal access to all persons with a disability in Lincoln

Voting Locations were accessible and the locations maintained secrecy and accountability by:

- Conducting numerous site visits to the Voting Locations by reviewing the necessary accessibility standards provided by the JAAC
- Providing a fully-accessible Voting Location on Advanced Voting days with accessible voting equipment
- Providing appropriate signage at all the Voting Locations
- Permitting the use of service animals and support persons at all Voting Locations
- Establishing a notification procedure in the case of a service disruption at the Voting Locations
- Ensuring that there was sufficient designated parking for persons with disabilities at each Voting Location
- Providing in-depth accessibility training for all Town staff and election workers to carry out at the Voting Locations which was provided by the JAAC
- Included accessibility related information provided by the JAAC in the election training materials for all Town staff and election workers
- Electors were provided with the option of using voting aids at the Voting Locations such as magnifying sheets, the proxy voting option, assisted voting and the option for a translator

Special Voting Opportunities were provided to four institutions/retirement homes in the municipality to provide equal opportunity to the residents to cast their ballot. A group of election workers travelled from institution to institution in a set time frame to provide electors with this unique voting opportunity. This convenient voting method for long-term care facilities, retirement homes and medical institutions provides residents with limited mobility and disabilities the capacity to cast their ballot with the support of the election workers and their facility staff.

### **2018 Municipal Election Feedback**

Legislative Services released the 2018 Municipal Election Survey to the public to receive feedback and comments from their experience as an elector in Lincoln. The survey focused on receiving comments related to accessibility, Voting Locations, voting methods and customer service. The survey was comprised of 17 multiple choice questions and was available to provide responses from Nov. 15, 2018 to Dec. 7, 2018. The survey received a low response rate and that findings, while informative, cannot be used for any further application.

### **2022 Municipal Election**

In 2021, Legislative Services will begin planning the 2022 Municipal Election for Lincoln. Considerations will be made at that time to adapt to the changing landscape of the town's community and respond to pre-existing and/or changed legislation.

The following procedural changes will be reviewed at that time:

- Vote-anywhere ballot opportunities: Voting locations staggered in Lincoln that would provide electors with the possibility to vote anywhere in the ward or town.
- Live strike-off: Using e-poll books rather than a paper Voters' List to strike-off electors that have voted. The change would also include transitioning to digital revisions on the e-poll books rather than paper-based forms.
- Internet voting: That the Town continue to use internet voting and consider extending the internet voting period to begin sooner and/or end later in the election timeline but before Voting Day.
- Earlier SVO: That the Elections Team consider providing SVO at institutional polls earlier in the election timeline.
- Voting Locations: That the Elections Team will consider reducing the number of Voting Locations from nine to six if the election would transition to vote-anywhere opportunities.
- Advanced Voting: Consider facilities for voting to take place where it is spacious and has regular and high foot traffic.

Further reports will be formulated in 2021 to review these considerations and additional procedural components to plan an effective, transparent and accountable 2022 Municipal Election.

## **Financial, Legal, Staff Considerations:**

### **Financial:**

The 2018 Municipal Election was delivered under budget with a cost savings of 14 percent. The approved budget for the election in 2017 was approximately \$176,000. In every aspect of the planning and implementation, there were cost-effective strategies used in order to remain under the amount budgeted for the election without compromising the quality of the procedures and delivery of the election.

### **Staffing:**

The success of the election would not have been possible without the Town of Lincoln staff and the 39 public election workers. The public election workers were trained to fulfill the responsibilities and duties as information officers, poll clerks and revision clerks. The 24 Town of Lincoln staff members were trained in the supervising roles such as: deputy returning officers, tabulator operators and support staff to ensure that Voting Day ran smoothly at every Voting Location and at Election Headquarters. In addition, the Town of Lincoln hired a full-time Elections Coordinator on a temporary basis from January to until December 2018 on a co-operative learning contract through Brock University's Co-op Education Department. As well, the Town of Lincoln's IT Services played a significant role in the creation of user-friendly web tools for electors, the programming of the tabulators and the generation of results from the internet voting and tabulator machines for the 2018 Municipal Election.

For future consideration, a temporary election coordinator and election assistant hired late in 2021 would assist the department leading into an election year for 2022. These two temporary positions would be a great resource and are essential to the success of the election. Municipal elections have become increasingly complex with the integration of technology such as internet voting, accessible voting and new legislation implementation. Hiring additional election support staff would enable the department to continue regular business, assign election responsibilities as required and meet the needs of its citizens in a timely and efficient manner with the direction from Legislative Services. These additional temporary election positions would allow for the updating of policies, legislation, framework, ensuring the voter's list is updated, reviewing polling subdivisions and completing as much work as possible in advance of an election year.

#### Legal:

Conduct of the election is undertaken in accordance with the provisions of the *MEA, Municipal Act, 2001* and supporting local policies and procedures that outline and instill principles which include:

1. The secrecy and confidentiality of individual votes is paramount;
2. The election should be fair and non-biased;
3. The election should be accessible to the voters;
4. The integrity of the process should be maintained throughout the election;
5. There be certainty that the results of the election reflect the votes cast; and
6. Voters and candidates should be treated fairly and consistently within a
7. municipality.

#### **Public Engagement Matters:**

As previously mentioned, there was a large emphasis on public engagement for the 2018 Municipal Election. To specify, there were four events that the Elections Team held in order to bring awareness and foster an interest among electors in the municipality:

- 2018 Municipal Election Focus Group
- Candidate Information Night held in Niagara Falls
- Information booth at the Touch-a-Truck event
- Internet Voting Workshop at the Fleming Centre
- Internet Voting Workshop at the Rittenhouse Library
- 2018 Municipal Election Survey

These events provided electors and candidates the opportunity to familiarize themselves with election related legislation, logistics of planning and implementing a municipal election and alternative voting methods.



## **Conclusion:**

The 2018 Municipal Election in Lincoln proved to be cost-effective, transparent and accountable. Legislative Services will continue to review the procedures, communication strategies and feedback provided by both staff and the public from this past election to ensure that the Town will be able to make the necessary improvements and effective changes for the 2022 Municipal Election.

Respectfully submitted,

Julie Kirkelos  
Town Clerk  
905-563-2799 Ext. 225

Courtney Aucoin  
Co-op Student, Elections Coordinator

## **Appendices:**

Appendix A – Form EL2018A Accessible Election Policies and Procedures

## **Report Approval:**

Report has been reviewed and approved by Legislative Services, Director of Finance and Chief Strategic Communications & Public Affairs Officer. Final approval is by the Chief Administrative Officer.



Form EL2018A

## **ACCESSIBLE ELECTION POLICIES AND PROCEDURES**

Municipal Elections Act, 1996

### INTRODUCTION

The Town Clerk is responsible for the proper legislative and administrative conduct of municipal elections in the Town of Lincoln. In accordance with the Municipal Elections Act, 1996, the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians and Disabilities Act, 2005* (AODA), the Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have the opportunity to fully participate in the 2018 Municipal Elections. Accordingly, the 2018 Municipal Elections will be conducted in such a manner to ensure that:

1. Candidates and electors with disabilities have full and equal access to all election information and services.
2. Persons with disabilities have full access to Voting Places.
3. Persons with disabilities are able to independently and privately mark their ballot and have access to alternative methods of voting assistance.

Following the election, the Town Clerk will submit a report to Council concerning the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

### PROVISION OF ELECTION INFORMATION

Upon request, candidates and electors with disabilities will be able to receive information and copies of election documents in alternate formats that takes into account their disability. Such formats may be agreed upon between the requestor and the Town Clerk.

Notification that documents are available in alternate formats will also be made available to the public by posting on the Town of Lincoln's website and posting at various customer service office locations as deemed appropriate.

### Notice of Temporary Service Disruptions

The Deputy Returning Officer shall provide notice for each planned or unplanned disruption that could affect the public, such as the unavailability of an assistive device, service or feature that is regularly available to enable or enhance access to services.

The notice of service disruption will include the following information:

1. Description of the service disruption
2. Reason for the disruption
3. Anticipated duration of the disruption
4. Alternate routes, facilities or services, if any, that are available
5. Contact information

Notice will be given by posting the information in a visible place on the premises (on doors, at service counters, on bulletin boards, etc.), by posting on the Town of Lincoln's website, and by such other method as may be reasonable under the circumstances.

## STAFF TRAINING AND ELECTION ASSISTANCE

### Staff Training

All staff carrying out election duties will be trained to recognize and ensure that persons with disabilities are served in a way that accommodates their needs. Training will include:

1. How to interact and communicate with persons with various types of disability.
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a service animal or support person.
3. How to use voting equipment and assistive devices to deliver election services.
4. How to provide accessible customer services and what to do if a person is having difficulty accessing election information or services.

### Staff Assistance

Designated Clerk's Department staff will be available to assist with any issues that may arise with respect to providing an accessible election.

- Telephone (905) 563-2800
- In Person 4800 South Service Road, Beamsville, Clerk's Department
- Fax (905) 563-6566
- Mail 4800 South Service Road, Beamsville, LOR 1B1
- Website [www.lincoln.ca/elections](http://www.lincoln.ca/elections)

In addition, the following members of our election staff can be contacted directly for assistance:

- Julie Kirkelos, Town Clerk
- Trish Sarnicki, Deputy Clerk
- Courtney Aucoin, Elections Coordinator
- Rebecca MacKay, Legislative Coordinator

## ASSISTANCE TO CANDIDATES

### Service Animals

Candidates and scrutineers are permitted to be accompanied by a service animal at all Voting Places and other designated election locations.

### Campaign Expenses

Expenses that are incurred by a candidate with a disability that are directly related to the disability and would not have been incurred but for the election to which the expenses relate are excluded from the maximum spending limit for the candidate in accordance with Section 67(2) 8.2 of the Municipal Elections Act.

## ASSISTANCE TO ELECTORS

### Voting by Proxy

A person with a disability that is unable to attend a Voting Place may appoint another person to act as a voting proxy to cast a ballot on his or her behalf. The appointment must be made on the prescribed form available at the Clerk's Department and on the Town's Election Website. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths. Clerk's Department staff can administer this oath (Town of Lincoln Municipal Offices, 4800 South Service Road, Beamsville). Once completed, the voting proxy may be exercised at any advance voting location or on Voting Day. The appointment of a proxy may only be made after 2:00 pm on Nomination Day, July 27, 2018, and does not remain in force after Voting Day.

### Voting Locations

A site map of all advance voting and voting day locations will be available on the Town's election website at [www.lincoln.ca](http://www.lincoln.ca). Using the site map, persons with disabilities can determine where to park and enter the voting location. The entrance to the voting locations will be clearly identified at each location.

### Parking

Designated parking for persons with disabilities will be available close to the entrance of Voting Places where possible.

### Service Animals

Electors requiring service animals are permitted to be accompanied by a service animal at all voting locations.

### Entrance to the Voting Place

Where the main entrance to the voting place is inaccessible, another entry point that is accessible will be identified. Where possible the accessible entrance is to be used as the main entrance for everyone. The entrance for persons with disabilities will be clearly sign-posted. Every effort shall be made to ensure that the door into the Voting Place is wide enough for a wheelchair or scooter to pass through easily. If the doors are heavy, awkward

to open or have handles that are out of reach, where possible an attendant will be present.

### Interior Voting Areas

Access to the interior voting areas and voting booths will be level and easily travelled. Seating will be made available in all voting areas.

### Accessible Voting Booths

Voting booths which are easily accessible will be available at each Voting Place. Voting booths will be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively. Magnifiers will be made available to assist any individual with low vision.

### Accessible Voting Technologies and Alternative Ballot Formats

From the comfort and privacy of their own home, office or anywhere with a computer/mobile device and an Internet connection, eligible voters can vote online, using their own assistive devices to read and mark the online ballot. This method provides for easy, remote voting for electors with any disabilities. To vote online, electors must be on the Voters' List and must register for Internet Voting.

At all advance voting places, a ballot marking device for voters with disabilities will be available. The Ballot Marker Device produces a machine-readable marked paper ballot from a blank sheet of paper, completely indistinguishable from a paper ballot marked by hand. The voter uses headphones to hear the ballot presentation and a controller device (sip and puff and paddles) to control the voting session and select votes.

When a voter wishes to use the Ballot Marker Device, the Deputy Returning Officer positions the voter behind privacy screens near the tabulator equipped with Ballot Marker Device. The Deputy Returning Officer then inserts a blank sheet of ballot paper into the printer slot of the device and provides the voter with the headphones and the handheld controller. The Deputy Returning Officer then keys in the ballot ID number on the tabulator.

The voter hears the audio ballot and uses the controller to adjust volume, speed of the audio presentation, move between contests, and select votes. The audio presentation will confirm votes selected for voter verification. When the voter has made and confirmed all their vote selections they use the handheld controller to print their actual paper ballot. The printer device will automatically process the blank sheet of paper, printing the full ballot on the sheet complete with the vote markings selected by the voter.

The printed ballot is indistinguishable from a ballot marked by hand because the Ballot Marker Device has a library of random, handmade marking images which it prints on the ballot, so that the printed markings look just like marks made by hand with a pen. This feature ensures that if the paper ballots are later reviewed by election officials, they will not be able to determine which ballots were made by the Ballot Marker Device, thereby maintaining voter privacy.

The paper ballot printed by the Ballot Marker Device will emerge from the unit hidden under a covering and will be placed in a secrecy folder. The voter, or Deputy Returning Officer, if requested by the voter, will then insert the ballot into the scanner component of the tabulator.

The scanner can be configured to perform a second independent review of the ballot, by interpreting the vote markings and playing them back over the headphones for voter confirmation. This allows the voter to ensure that the paper ballot generated by the Ballot Marker Device is correctly marked with the votes they selected. The voter can use the handheld controller to cast the ballot or return for further review.

While an accessible voting session is in process, the tabulator can simultaneously process paper ballots inserted by regular voters, allowing the single tabulator to handle both voting channels and maintain the flow of voters.

### Voting Assistance

Persons with disabilities may be accompanied by a support person within the Voting Place. In addition, the Deputy Returning Officer in each Voting Place can assist the voter in casting their vote. Prior to entering the voting booth, the Deputy Returning Officer shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. This may include actually marking the ballot as directed by the person with the disability. Where a Voting Place is located in an institution or retirement home, the Deputy Returning Officer can attend their specific living areas or at their bedside to assist them in voting. All Deputy Returning Officers are sworn to an oath of secrecy. A support person, other than a Deputy Returning Officer, that accompanies a voter to assist the voter in casting their vote will also be required to subscribe to an oath of secrecy.

### POST-ELECTION ACCESSIBILITY REPORT MEA, S. 12.1(3)

Section 12.1(3) of the Municipal Elections Act requires that within 90 days of Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

### FEEDBACK PROCESS

Feedback about the manner in which election services are provided to person with disabilities may be submitted to the Clerk/Returning Officer through a variety of methods including:

1. Telephone (905) 563-2800
2. In Person Town of Lincoln Clerk's Dept., 4800 South Service Road, Beamsville
3. Fax (905) 563-6566
4. Mail Town of Lincoln, 4800 South Service Road, Beamsville, ON LOR 1B1
5. Website [www.lincoln.ca](http://www.lincoln.ca)

Feedback may be provided in the manner deemed most convenient to the candidate or elector. All feedback will be treated as confidential and will be used to improve customer service. Feedback will be reviewed by the Clerk and a timely response will be provided, where requested, directly to the candidate or elector in accordance with the Town's Accessible Customer Service Policy. Information about the feedback process will be made available to the public by posting on Lincoln's website [www.lincoln.ca](http://www.lincoln.ca) in the Clerk's Department, and in other locations as deemed appropriate.

The feedback process provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery and provide alternative methods of providing election services.

## ADDITIONAL INFORMATION

### Town of Lincoln - Clerk's Department

The Clerk's Department is located at the Town of Lincoln Municipal Offices, 4800 South Service Road, Beamsville. Designated Clerk's Department staff can answer any questions you may have about running for office, the election in general or specific provisions for persons with disabilities.

### Town of Lincoln – Election Website

The Town of Lincoln website is continuously updated to reflect the most recent developments and information. Visit the site for an up-to-date list of candidates and other importance messages or events throughout the election year at [www.lincoln.ca/elections](http://www.lincoln.ca/elections)

### Ministry of Municipal Affairs and Housing – Election Website

This website contains information about municipal elections, the Province of Ontario 2018 Municipal Elections Candidates' Guide, 2018 Municipal Elections Voters' Guide and the Ministry's commitment to promote greater accessibility for voters and candidates with disabilities: <http://www.mah.gov.on.ca/Page219.aspx>

### Ministry of Community and Social Services

The Ministry of Community and Social Services has developed several quick reference guides with respect to the overall management of an accessible election campaign. For more information candidates can visit:

<https://www.mcscs.gov.on.ca/documents/en/mcscs/publications/accessibility/Quickreferenceguideetoaccessiblecampaigninformation.pdf>

### Service Ontario – e-Laws

This website contains all current statutes including the *Municipal Elections Act, 1996*, the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). [www.e-laws.gov.on.ca/index.html](http://www.e-laws.gov.on.ca/index.html)

## APPLICATION

These policies and procedures apply to the 2018 Municipal Elections to be held in the Town of Lincoln. Where a matter is not provided for in these policies or procedures, the election will be conducted in accordance with the principles of the Municipal Elections Act. The Clerk may, in writing and in accordance with the provisions of the Municipal Elections Act, amend these procedures and in the case of such amendment, shall provide notice to each candidate and other persons in a form and manner and at a time that the Clerk considers adequate in order to give reasonable notice or appropriately convey the information.