

**ACCESSIBILITY INITIATIVES FOR THE 2018 MUNICIPAL ELECTION**  
**City of Windsor**  
**Municipal Elections Act – Section 12.1(3)**

This is a report from the City Clerk regarding the identification, removal, and prevention of barriers relating to electors and candidates with disabilities as described under section 12.1(3) of the *Municipal Elections Act* in relation to the 2018 municipal election that took place in Windsor Ontario on Monday, October 22, 2018.

The 2018 municipal election was for the following offices:

**Office of Mayor** – one position

**Office of Ward Councillor** – one position for each of the ten wards

**Office of Trustee – Greater Essex County District School Board, Wards 1, 2, 9** – two positions

**Office of Trustee – Greater Essex County District School Board, Wards 3, 4, 10** – two positions

**Office of Trustee - Greater Essex County District School Board, Wards 5, 6, 7, 8** - two positions

**Office of Trustee – Windsor Essex Catholic District School Board – Wards 1, 10** – one position

**Office of Trustee – Windsor Essex Catholic District School Board – Wards 2, 9** – one position

**Office of Trustee – Windsor Essex Catholic District School Board – Wards 3, 4** – one position

**Office of Trustee – Windsor Essex Catholic District School Board – Wards 5, 8** – one position

**Office of Trustee – Windsor Essex Catholic District School Board – Wards 6, 7** – one position

**Office of Trustee – Conseil Scolaire Catholique Providence, Wards 1, 9, Town of Lasalle** – one position

**Office of Trustee – Conseil Scolaire Catholique Providence, Wards 2, 3, 4, 5, 8, 10** – one position

**Office of Trustee – Conseil Scolaire Catholique Providence, Wards 6, 7, Town of Tecumseh Wards 1, 2, 3** – one position

**Office of Trustee, Conseil Scolaire Viamonde – County of Essex** – one position

Under the *Municipal Elections Act*, the City Clerk is responsible for the proper legislative and administrative conduct of municipal elections in the City of Windsor. In compliance with the Act, the City Clerk is making available to the public this report on accessibility initiatives.

**Applicable Sections of the *Municipal Elections Act***

***Electors and candidates with disabilities***

***12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.***

***Plan re barriers***



## **Accessible Election Procedures**

*12.1(2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.*

### *Report*

*12.1(3) Within 90 days after 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.*

In an effort to make the 2018 municipal election in the City of Windsor accessible to electors and candidates, the City Clerk established a number of initiatives to ensure compliance with the Act. Under the Act, the City Clerk may provide for any matter or procedure that in the Clerk's opinion is necessary or desirable for conducting the election, including the establishment of procedures to ensure that persons with disabilities had the opportunity to participate fully in the 2018 municipal election. The City Clerk used the following parameters in establishing *Procedures Governing the Provision of Election Information and Services to Persons with Disabilities*:

1. Electors and candidates 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.

These procedures made provisions for assistance to both candidates and electors with disabilities, a feedback process, staff training and election assistance, and posted on the official election website.

Using these procedures, the City Clerk identified barriers and then provided for their removal/prevention through the following actions:

### Identification of Barriers

- Reviewed and solicited input on election accessibility initiatives with/from WAAC (Windsor Accessibility Advisory Committee).
- Obtained comments and recommendations from the Diversity and Accessibility Officer for the Corporation of the City of Windsor on methods to meet accessibility needs.



### **Accessible Election Procedures**

- Created an accessibility checklist for election team members to use when conducting site visits to setup potential voting stations and shared all finalized voting station information with the members of WAAC for their input.
- Assessed voting equipment to ensure it met the needs of the electorate.
- Assessed past election administrative practices with respect to accessibility, identified any potential risks to the accessibility of candidates and electors, identified the impact of the risk, and developed measures to mitigate or minimize the risk for the 2018 election.
- Established *Procedures Governing the Provision of Election Information and Services to Persons with Disabilities (attached hereto as Appendix "A")* made available to the public on the City's election website.



## **Accessible Election Procedures**

### Removal and Prevention of Barriers

#### *Communication and Information*

- Ensured communication initiatives and information for candidates and electors was available in alternate formats.
- Posted all election-related accessibility information on the municipal election website.
- Established an election website page with a special dedication to accessibility and allowed for feedback on accessibility initiatives.
- Provided a link to “*Procedures Governing the Provision of Election Information and Services to Persons with Disabilities*”, along with information provided by the Ministry of Municipal Affairs, Province of Ontario website, the City of Windsor website, and any other resource-related materials.
- Documentation and forms available upon request in large print to assist the visually impaired.
- Created and distributed brochures outlining the assistive devices used on Voting Day and other pertinent election information targeting disability groups such as the Canadian National Institute for the Blind.
- Provided candidates and staff with information relating to accessible customer service.
- Provided to all candidates via electronic and paper means the Ministry of Municipal Affairs document entitled “*2018 Candidates’ Guide for Ontario Municipal and School Board Elections*” regarding their campaign contributions and expenses and rules affecting disabled candidates in both electronic and paper format.
- 2018 Municipal Election Communications Plan contained information for residents with disabilities who would benefit from receiving information regarding assistance to vote.
- Using the Election Communications Plan, mailed out the election brochure “*It’s Your Time to Vote*” to each household within the City of Windsor and placed the brochure at reception counters at City Hall and other City facilities, Customer Care Centres, nursing homes, and libraries.
- Distributed the flyer “*Take the Bus to Vote*” which also described the assistive devices for use by voters at Advance Vote locations to 15 groups that were associated with persons with disabilities
- Created a series of videos on the election website and social media sites called “*Don’t Miss the Vote*” to show voters various aspects of voting.
- The City’s 311 Call Centre was setup to assist with election-related calls including calls from persons with disabilities.
- The Office of the City Clerk reached out to the homeless and persons without a permanent residence to allow them to register to vote.

#### *Voting Locations*



## Accessible Election Procedures

- Conducted site visits of all voting locations used during the election to ensure full accessibility as provided for on the *Accessibility Voting Station Checklist (See Appendix B)*. If the checklist was not fully compatible with legislation, that location was not used and a new location was secured.
- Formulated a setup of voting locations to determine maximum accessibility.
- Provided all Advance Vote locations with two AutoMark ballot-marking machines in addition to being physically accessible.
- Addressed accessibility concerns with all buildings utilized as voting stations and hired Accessibility Officers to ensure accessibility at every voting station.
- Accessible locations were taken into consideration when setting voting subdivision boundaries in each of the wards.
- Provided appropriate signage at all voting locations for easy identification of accessible entrance.
- Permitted service animals and support persons in all voting locations.
- Established a process using the “*2018 Election Communication Plan*” to facilitate notification of any last minute voting location changes, should an emergency occur.
- Ensured designated or reserved parking for persons with disabilities at each voting location.

### *Voting*

- Provided two fully accessible AutoMark ballot-marking units at all five advance voting locations and at two specified locations on Voting Day, October 22<sup>nd</sup>.
- Provided election officials instructions on how to assist voters if requested by the voter, as well as instructions on how to assist voters in the use of the AutoMark machines.
- Promoted advance voting opportunities for electors with disabilities.
- Provided voters with the ability to vote at any one advance vote location in the City of Windsor.
- Provided voting opportunities on the premises of any institution in which 20 or more beds were occupied by disabled, chronically ill or infirm persons. Also provided voting opportunities on the premises of any retirement home in which 50 or more beds were occupied.
- Provided ballot magnifiers at each voting station to assist voters with visual disabilities.
- Provided instructions on the voting screens which explained how to vote.
- Provided a language line of interpreters for voters with a language barrier at each voting location.
- Deputy Returning Officers stationed at the voting stations received instructions on how to assist voters who needed assistance to vote and had the legal ability to give the voter any assistance they needed in order to exercise their right to vote.



### **Accessible Election Procedures**

- Provided the Deputy Returning Officer with the “*Oath of Friend of Elector*” allowing a friend to assist the voter at the poll.

#### *Staff Training*

- Incorporated customer service standards into the staff training for election officials.
- Provided Area Managers/Supervisors/Deputy Returning Officers/Accessibility Officers for each voting station to look out for the needs of persons with disabilities and assist, if necessary.
- Encouraged election workers to approach an elector if it appeared that the elector required assistance to get around in the voting location and to offer assistance to help but not to assume a voter needed this.
- Trained election officials to be aware of the needs of the voters and informed them that they could offer their assistance in any way they deemed necessary.
- All Deputy Returning Officers were appointed and authorized to assist voters with disabilities in any way they needed assistance at the voting station.
- Ensured compliance with section 12.1(1) of the *Municipal Elections Act* where the City Clerk shall have regard to the needs of electors and candidates with disabilities.

This report has provided details of initiatives provided by the City Clerk during the recent municipal election, within the framework of the *Municipal Elections Act* with regards to identification, removal and prevention of barriers that affect electors and candidates with disabilities.



**Accessible Election Procedures**



**Form  
EL303**

**Ward #    Poll #**  
**Room:**

**Windsor, Ontario**

**Date of Inspection:**

**Conditions of polling locations - Check list for accessibility  
List of conditions and requirements and remedies**

**PARKING:**

<b># of parking spaces</b>	
<b># of designated accessible parking spaces</b>	
<b>Easy access to building</b>	
<b>Sidewalk</b>	
<b>Ramp</b>	
<b>Requirement needed:</b>	

**CURB CUT:**

<b>Existing curb cut</b>	
<b>Proximity of curb cut to voter entrance</b>	
<b>Requirement needed:</b>	



**Accessible Election Procedures**

**VOTER ENTRANCE:**

<b>Automatic Door Opening Mechanism</b>	
<b>Inside/Outside Stairs</b>	
<b>Ramp</b>	
<b>Elevator</b>	
<b>Requirement needed:</b>	



**Form  
EL303**

**PASSAGEWAY TO VOTING ROOM:**

<b>Width of Hallway/Door Entrance</b>	
<b>Barriers</b>	
<b>Level access/Ramp</b>	
<b>Adequate lighting</b>	
<b>Handrails – inside/outside</b>	
<b>Requirement needed:</b>	

**SIGNS:**

<b>Existing Symbols of Accessibility</b>	
<b># of doors – open</b>	
<b># of doors – locked</b>	
<b>Requirement needed:</b>	





## Accessible Election Procedures

### BETTER VOTING POLL or ROOM LOCATION:

<b>Requirements:</b>	
<b>Remedial actions:</b>	
<b>Date of actions:</b>	
<b>Follow up (if any):</b>	



## Accessible Election Procedures

### THE CORPORATION OF THE CITY OF WINDSOR ELECTION PROCEDURE

Service Area:	<b>CORPORATE SERVICES</b>	Procedure No.:	<b>B-6</b>
Department:	<b>COUNCIL SERVICES</b>	Approval Date:	<b>December 31, 2017</b>
Division:	RECORDS AND ELECTIONS	Approved By:	<b>VALERIE CRITCHLEY, City Clerk</b>
		Effective Date:	<b>January 2, 2018</b>
Subject:	<b>PERSONS WITH DISABILITIES</b>	Policy Ref.:	
		Pages:	Replaces:
			Date:

#### 1. PURPOSE

1.1 To provide for the establishment procedures governing the provision of election information and service to persons with disabilities. These procedures are in addition to the procedures outlined in the *Municipal Elections Act*.

#### 2. SOURCE

2.1 *Municipal Elections Act, Section 12.1(1), (2), (3), 42(3),(4), 45(2) (7), (8), (9), (10), 52(1)4, Ontarians with Disabilities Act, 2001, and Accessibility for Ontarians with Disabilities Act, 2005.*

#### 3. PROCEDURES

3.1 The attached “*Procedure Governing the Provision of Election Information and Service to Persons with Disabilities*” form part of this official Clerk’s election procedure as established under *section 12(1) and 12.1 Municipal Elections Act* for the purpose of the City of Windsor 2018 municipal election.

3.2 These election procedures will be posted on the official City of Windsor election website at [www.windsorelections.ca](http://www.windsorelections.ca)

3.3 Where possible, these procedures shall be distributed to target groups as determined by the City Clerk who in turn may share the procedures with their members.



## **Accessible Election Procedures**

### **4. RECORDS, FORMS, AND ATTACHMENTS**

- 4.1** City of Windsor document on "*Procedures Governing the Provision of Election Information and Service to Persons with Disabilities*"
- 4.2** Polling Place Binder regarding voting station accessibility inspection check list.



## **Accessible Election Procedures**



## **Procedures Governing the Provision of Election Information and Services to Persons with Disabilities**



## Accessible Election Procedures

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## **Accessible Election Procedures**

### **1. INTRODUCTION**

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

1. Electors and candidates 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 City Clerk will submit a report to Council concerning the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

### **2. 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. What to do if a person is having difficulty accessing election information or services.



## Accessible Election Procedures

### Provision of Election Information

Electors and candidates with disabilities will be able to receive information and copies of election documents in a format that takes into account their disability. The format may be agreed upon between the requester and the City Clerk. Notice of this provision is located on the City's Election Website at [www.windsorelections.ca](http://www.windsorelections.ca) and is included in election notices placed in the local media. In addition, candidates with disabilities may access the election information on the City's election website using technologies such as screen readers.

### Notice of Temporary Service Disruption

If there is a temporary disruption in the delivery of election information or services, the Office of the City Clerk shall provide public notice on the City's election website, at the physical site of the disruption and when possible in the local media. The notice shall include the reason for the disruption, anticipated duration and a description or alternative methods of delivering the information or service. Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

### Staff Assistance

Elections staff in the Office of the City Clerk available to assist with any issues that may arise with respect to providing a barrier-free election and can be reached by way of the contact information provided below:

1. **Telephone**(519) 255-6285
2. **In Person** Office of the City Clerk, Room 203,  
350 City Hall Square West, Windsor, Ontario
3. **Fax** (519) 255-6868
4. **TTY** 1-866-4TTY311
5. **E-mail** [clerks@city.windsor.on.ca](mailto:clerks@city.windsor.on.ca)
6. **Mail** City Clerk's Office, P. O. Box 1607, Windsor, ON N9A 6S1

In addition, the following members of our election staff can be contacted directly for assistance:  
Chuck Scarpelli, Manager of Records & Elections, Freedom of Information Coordinator  
519-255-6222, ext. 6287, E-mail: [cscarpelli@city.windsor.on.ca](mailto:cscarpelli@city.windsor.on.ca)

Susan Fitzsimmons, Supervisor of Information & Records  
519-255-6222, ext. 6214, E-mail: [fitzsis@city.windsor.on.ca](mailto:fitzsis@city.windsor.on.ca)

Steve Vlachodimos, Deputy City Clerk & Senior Manager of Council Department  
519-255-6222, ext. 6488, E-mail: [svlachodimos@city.windsor.on.ca](mailto:svlachodimos@city.windsor.on.ca)



## **Accessible Election Procedures**

Valerie Critchley, City Clerk

519-255-6222, ext. 6434, E-mail: [vcritchley@city.windsor.on.ca](mailto:vcritchley@city.windsor.on.ca)

### **3. 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 permitted spending limit for the candidate.

### **4. ASSISTANCE TO ELECTORS**

#### **Voting by Proxy**

A person with a disability that is homebound or otherwise unable to go to 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 Office of the City Clerk. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths.

City Clerk's Department staff can administer this oath at 350 City Hall Square West. Once the form has been completed by the person appointing the proxy and the proxy voter, and has been duly signed by authorized personnel in the Clerk's Office, the proxy certificate may be used by the voting proxy at the assigned voting station or at any advance voting location during the advance vote. The appointment of a proxy may only be made after 2:00 p.m. on

Nomination Day, Friday, July 27, 2018 and does not remain in force after Voting Day, Monday, October 22, 2018.

#### **Voting Locations**

A ward and voting station locator of all advance voting and voting day locations will be available on the City's election website at [www.windsorelections.ca](http://www.windsorelections.ca).

Using the locator, persons with disabilities can determine where to park and enter the voting location. The locator will also include information such as a map of the area, aerial photograph of the building, parking facilities, and the location of doors of entry.



## **Accessible Election Procedures**

### **Transit to the Voting Location**

Proximity of the voting location to accessible public transit routes shall be considered in selection of voting locations, however, the location may not necessarily be located on the same street as the transit stop. Identification of the voting location shall be clearly visible from the street level. Transit Windsor will provide free transportation to and from the voting location for those with difficulty getting to the location. Voters will use their voter notification card they receive in the mail to access the bus ride to and from the voting station. More information will be included on the City's Election Website.

### **Parking**

Designated or reserved parking for people with disabilities and seniors is to be provided close to the entrance of the Voting Place where possible. Accessible parking spaces will be clearly posted and easy to see from the road and marked with the International Symbol of Accessibility. An increase in the usual parking limits for people with disabilities will be requested where possible. Curb cuts will be identified so users of mobility aids (such as wheelchairs, scooters, canes, or crutches) can access the road and sidewalk. Election Officials will be reminded to make routine checks of routes to the entrance of the Voting Place throughout the day.

### **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 Voting Place has steps up to the entrance, ramps with handrails will be provided to assist people using mobility aids or who have mobility impairments. The slope of the ramp will conform to the barrier-free design requirements of the Ontario Building Code or the Canadian Standards Association Barrier-Free Guidelines. If the ramp is temporary, it will be securely attached to the steps so it cannot slip or wobble. Where the main entrance to the voting station is inaccessible, another entry point that is accessible will be used. Where possible the accessible entrance is to be used as a main entrance for everyone.

The entrance for people with disabilities will be clearly sign-posted, using the International Symbol of Accessibility. 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. The door hardware is to be accessible and operated by a person using a closed fist. If the doors are heavy, awkward to open or have handles that are out of reach, where possible they will be propped open in a safe manner or an alternative entrance provided.

## Accessible Election Procedures

### Interior Voting Area

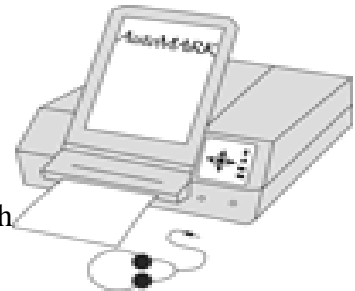
Access to the interior voting area and voting booth shall be level and easily traversed. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. All voting areas are to be well lit and seating made available.

### Accessible Voting Booths

Accessible voting booths 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. Ballot magnifiers will be made available to assist any individual with low vision.

### Accessible Voting Technologies – Advance Voting

Advance voting locations will be equipped with a ballot marking device for voters with disabilities. The AutoMark Device allows the voters with disabilities and other special needs to mark their ballot privately and independently. The machine allows an elector to mark his/her ballot by way of touch screen, tactile buttons with Braille, a sip/puff tube, or rocker paddle for voters who may be unable to use the selection buttons.



The contrast of the touch screen can also be changed to high contrast and has a zoom feature. The AutoMark machine also permits an elector to listen to the choices through headphones. The voter uses headphones to hear the ballot presentation and a handheld controller device to control the voting session and select votes.

When a voter wishes to use the accessible voting feature, the poll worker positions the voter behind privacy screens near the tabulator equipped with the ballot marking device. The voter or poll worker, if need be, then inserts a blank ballot into the printer slot of the device and provides the voter with the headphones and the handheld controller.

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. The voter has the capability to review their choices before casting their ballot. When the voter has made and confirmed all their vote selections they use the handheld controller to

cast their ballot which is then delivered by the machine to the voter with their selected choices. The ballot will then be placed into a secrecy sleeve and delivered to the Tabulator Officer for processing through the vote tabulation machine as the voter exits the voting station.



## Accessible Election Procedures

### 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 on voters in their specific living areas or at their bedside to assist them to vote. All Deputy Returning Officers are sworn to an oath of secrecy.

### 5. FEEDBACK PROCESS

Feedback about the manner in which election services are provided to persons with disabilities may be submitted to the Office of the City Clerk through a variety of methods including:

1. **Telephone**(519) 255-6285
2. **In Person** City Clerk's Office, Room 203, Windsor City Hall  
350 City Hall Square West, Windsor, Ontario
3. **Fax** (519) 255-6868
4. **TTY** 1-866-4TTY311
  
5. **E-mail** [clerks@city.windsor.on.ca](mailto:clerks@city.windsor.on.ca)
6. **Mail** City Clerk's Office, P. O. Box 1607  
Windsor, ON N9A 6S1
7. **Website** [www.citywindsor.ca/003239.asp](http://www.citywindsor.ca/003239.asp)
8. **Online** [www.311online.ca](http://www.311online.ca)

The *Accessible Customer Service Feedback Form* is located on the City of Windsor website. Follow the three (3) steps outlined below to submit a feedback request:

#### STEP ONE

- 1) Click on the 311 icon on the City website at [www.citywindsor.ca](http://www.citywindsor.ca)
- 2) Click on 311 online
- 3) Click on the drop down menu under SERVICE TYPE and choose Accessible Customer Service Feedback



## Accessible Election Procedures

### STEP TWO

Fill out all sections of the service request.

**NOTE: An email address must be included – the service request will not work without providing one. Customers will receive an automatic notification of their tracking number.**

### STEP THREE

Once the Service Request (SR) has been logged, customers are provided with a SR tracking number. This allows the customer to follow up on the status of their request either online or by calling 311.

In addition, staff working in City facilities can complete the feedback form and submit the feedback request on behalf of the persons with a disability. The City staff who submitted the SR will provide the customer with the SR tracking number for further follow-up.

Alternatively, the Accessible Customer Service Feedback – printable form may be used for manual completion. Manually completed forms are date stamped and forwarded to the Office of the City Clerk via inter-office mail. Each completed form is reviewed by City staff who will respond to the elector or

candidate directly within two business days providing an anticipated action and timeframe for a full response where appropriate.

### RETURN COMPLETED FORM TO:

**In person:** At any City of Windsor service counter.

**By mail:** City of Windsor  
c/o Call Centre  
Suite 410, 400 City Hall Square East  
Windsor, ON N9A 6S1

**By fax:** 519-256-3311



### **Accessible Election Procedures**

Notification of this process will be printed and made available in the Office of the City Clerk and on the City's election website (<http://www.windsorelections.ca>). Alternate notice formats are also available upon request to the City Clerk.

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 voting procedures.



## Accessible Election Procedures

### 6. ADDITIONAL INFORMATION

#### **City of Windsor – Office of the City Clerk**

The Office of the City Clerk is located at Windsor City Hall on the 5<sup>th</sup> Floor, 350 City Hall Square West. City Clerk's Elections staff can answer any questions you may have about running for office, the election in general or specific provisions for those persons with disabilities. See Section 2 for additional contact information.

#### **City of Windsor – Election Website**

The City of Windsor's Election 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 important messages or events throughout the election year at: [www.windsorelections.ca](http://www.windsorelections.ca)

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

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

#### **Ministry of Community and Social Department**

The Ministry of Community and Social Department has developed several quick reference guides with respect to the overall management of an accessible election campaign. For more information candidates can visit: [www.mcsc.gov.on.ca/en/mcsc/programs/accessibility](http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility)

#### **Service Ontario – e-Laws**

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