

KK/  
Windsor, Ontario April 24, 2014

A meeting of the **Mayor's Youth Advisory Committee** is held this day commencing at 5:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Aditi Goswami, Chairperson  
Prakash Pandya, Vice Chairperson  
Timothy Au-Yeung  
Alexander Deans  
Scott Fenn

**Regrets received from:**

Eileen Chen  
Tenyce Doan

**Guest in attendance:**

Chuck Scarpelli, Manager, Records and Elections

**Also present are the following resource personnel:**

Mary Ellen Bernard, Manager of Social Policy & Planning  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 5:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. DECLARATIONS OF CONFLICT**

None disclosed.

**3. MINUTES**

Moved by A. Deans, seconded by P. Pandya,  
That the minutes of the Mayor's Youth Advisory Committee of its meeting held February 4, 2014 **BE ADOPTED** as presented.  
Carried.

#### 4. BUSINESS ITEMS

##### 4.1 City of Windsor Municipal Election

Chuck Scarpelli, Manager, Records and Elections is present to provide information relating to the 2014 City of Windsor Municipal Election. The following documents relating to the 2014 Municipal Election are distributed and attached respectively as Appendix "A" to "D":

- Key Dates of 2014 Municipal Election
- Municipal Election Ward Boundary Map
- 2014 Municipal Election Procedures
- Procedure for Homeless Persons

C. Scarpelli provides an overview of several aspects of the Municipal Election as follows:

- The Ward system changed from 5 Wards to 10 Wards in 2009 for the 2010 election.
- Staff from Council Services are currently setting up 100 voting stations in anticipation of the October 27, 2014 Election and must ensure the polls are accessible.
- Six Advance Polls will be held. One of the advance polls aptly named "Shop and Vote" will be held at Devonshire Mall.
- The City of Windsor is not utilizing internet voting for this election as the cost is estimated to be 75 cents per elector which would increase the election budget by approximately \$116,000.
- The contents of the Candidates' Package are reviewed as follows:
  - 2014 Candidates' Guide for Ontario Municipal & School Board Elections
  - Notice to Incumbent Candidates
  - Ministry of Municipal Affairs & Housing – Financial Statement – Auditor's Report Form 4
  - Building Department Regulations for Temporary Election Signs
  - Form 3 – Appointment for Voting Proxy
  - Campaign Accounts
  - Mayor & Council Remuneration
  - Ministry of Municipal Affairs & Housing – Nomination Paper – Form 1
  - Declaration of Qualifications for the City of Windsor 2014 Municipal Election
  - Candidate Authorization to Publish Personal Information
- The various ballots are reviewed which include English Separate, English Public, French Public, French Separate and the non-residential commercial ballot.
- Difficult to attract University/College students to vote. Suggestion to set up a booth (manned by MYAC members) at the University to provide information relating to the 2014 Municipal Election.
- Videos relating to election information were produced in 2010 utilizing students from the University of Windsor

- The Communications Department will be contacted to determine if an informative video can be produced for the 2014 Municipal Election and will report back.

In response to a question asked by T. Au-Yeung regarding how does one ascertain if their name is on the Voter's List, C. Scarpelli responds the 311 Call Centre will be able to assist with this issue. He notes a person's name can be added at the poll by an Election Official provided the criterion has been met.

The Chair thanks Mr. Scarpelli for his presentation.

#### **4.2 2014 Youth Leadership Awards (YLA)**

The Media Release entitled "Mayor's Youth Advisory Committee Seek Applicants for 3<sup>rd</sup> Annual Youth Leadership Awards" is attached as Appendix "E". The Chairperson indicates the successful candidates will be announced during the Annual Mayor's Walk and City Birthday Celebration to be held on May 19, 2014. She states posters announcing the Youth Leadership Awards event have been posted at the various libraries and were sent to the school Guidance Counselors. She reports a selection committee consisting of a cross section of people throughout the community will review the YLA applications on May 7, 2014.

P. Pandya suggests consideration be given to incorporating the YLA event with a Town Hall Forum in 2015.

Moved by S. Fenn, seconded by A. Deans,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$433.07 payable to ACKO Printing for the printing costs associated with the 2014 Youth Leadership Awards.

Carried.

Moved by P. Pandya, seconded by S. Fenn,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$500. for the purchase of t-shirts (displaying the MYAC Logo) for the members of the Mayor's Youth Advisory Committee.

Carried.

#### **4.3 Organizational Structure for MYAC**

Moved by A. Deans, seconded by T. Au-Yeung,

That Prakash Pandya, member Mayor's Youth Advisory Committee **BE APPOINTED** to sit on the Transit Windsor Board as a non-voting member.

Carried.

The Chairperson suggests MYAC members be appointed to the various sectors identified in the Organizational Chart which includes Transit, Technology, Finance and Budget, Community Logistics and Media and Promotions. The additional appointments to the various sectors would necessitate an amendment to the MYAC Terms of Reference. M.E. Bernard suggests the role and responsibility for each sector be defined.

#### **4.4 Motions to Approve Various Expenditures**

Moved by S. Fenn, seconded by P. Pandya,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$50. payable to the City of Windsor for the renewal of the MYAC domain name.

Carried.

Moved by S. Fenn, seconded by A. Deans,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$69.02 payable to Aditi Goswami, Chairperson, Mayor's Youth Advisory Committee for the domain registration with GoDaddy.

Carried.

The Chairperson indicates the domain name and registration is an ongoing cost and must be renewed annually.

Moved by S. Fenn, seconded by P. Pandya,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$90.40 payable to Works of Art for the preparation and addition of graphics to windsoryouth.com.

Carried.

#### **4.5 Town Hall Forum**

The Chairperson suggests if the Mayor is agreeable, that a "Ted Talks" model be considered for the Mayor's appearance at the Town Hall Forum to be held at a date to be determined at Devonshire Mall.

**Clerk's Note:** TED Talks is a nonprofit devoted to spreading ideas, usually in the form of short, powerful talks intended to make great ideas accessible and to spark conversation.

M. E. Bernard advises Devonshire Mall has agreed to host the town hall forum at no charge. P. Pandya suggests the purchase of a banner for the event.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chairperson.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 7:00 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
COMMITTEE COORDINATOR



**AGENDA**  
and Schedule "A"  
to the minutes of the meeting of the  
**MAYOR'S YOUTH ADVISORY**  
**COMMITTEE**  
held Thursday, April 24, 2014  
Room 407, 400 City Hall Square East  
5:00 o'clock p.m.

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1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **MINUTES**

Adoption of the minutes of the meeting held February 4, 2014 – *(previously distributed)*.

4. **BUSINESS ITEMS**

4.1 **City of Windsor Municipal Election 2014**

The Manager of Records and Elections to be available to answer questions relating to the 2014 Municipal Election.

4.2 **2014 Youth Leadership Awards**

- Motion to approve an expenditure in the upset amount of \$433.07 payable to ACKO Printing for printing costs associated with the 2014 Youth Leadership Awards.
- Discussion regarding a Media Release for the Youth Leadership Awards.

4.3 **Organizational Structure for MYAC**

MYAC Organizational Chart is *attached*.

4.4 **Motions to Approve the following Expenditures:**

- Expenditure in the amount of \$50. payable to the City of Windsor for the renewal of the domain name.
- Expenditure in the amount of \$69.02 payable to A. Goswani for the domain registration with GoDaddy.
- Expenditure in the amount of \$90.40 payable to Works of Art for the preparation and addition of graphics to windsoryouth.com – Invoice is *attached*.

4.5 **Town Hall Forum**

5. **NEW BUSINESS**

6. **DATE OF NEXT MEETING**

To be determined.

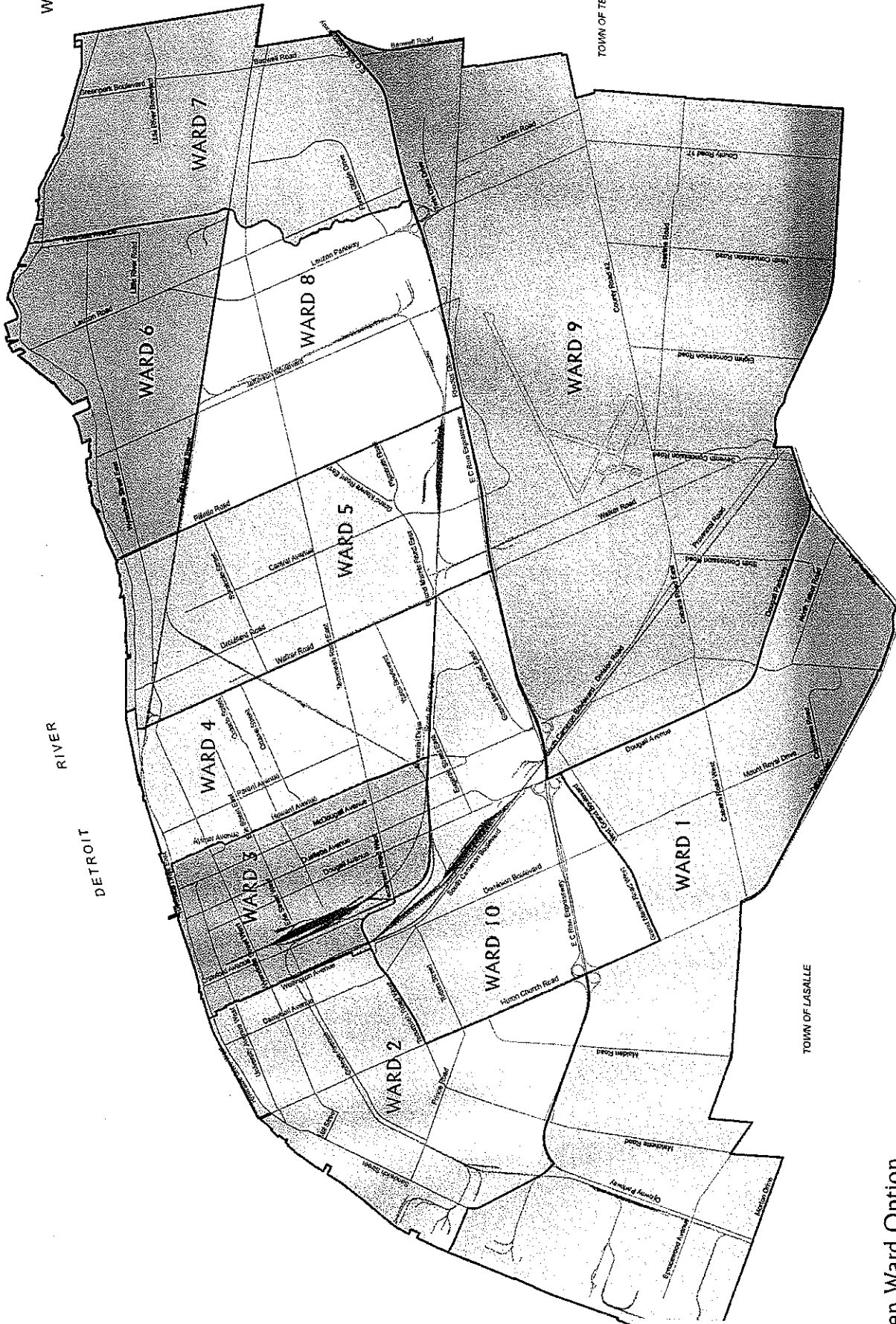
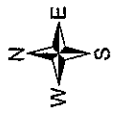
7. **ADJOURNMENT**

**KEY DATES FOR 2014 MUNICIPAL ELECTION**

January 2 s. 33(4)	Nomination Papers may be filed with City Clerk beginning on this day.
June 1 s. 42(4)	Clerk to establish procedures/forms for voting and vote counting equipment and give copy to each candidate <b>BEFORE</b> this date.
July 31 s. 19(1.1)	Last day for Municipal Property Assessment Corporation to send Preliminary List of Electors to Clerk or mutually agreed upon date before this date between City Clerk and MPAC.
August 3 s. 22(1)	City Clerk checks Preliminary List of Electors for errors or earlier.
(August 5) s. 23	Begin printing the voters' list. Must be done before September 1.
(September 2) s. 24(4)	First day to distribute voters' list to candidates.
September 2 s. 24(1)	Revisions to the Voters' List begin – adds, deletes, changes information in voters' list.
September 12 s. 76(7)	City Clerk to send final certificate of maximum campaign expenses to each candidate <b>AFTER</b> this day but before September 22nd.
September 12	City Clerk sends interim list of changes to voters' list to each candidate who received a copy of the voters' list.
September 12 s. 31	Nomination Day – Last day for nomination papers may be submitted between the hours of 9:00am. and 2:00pm.
September 12 s. 36	Last day for candidate to withdraw nomination – before 2:00pm.
September 12 (after 2:00pm) s. 44(4)	First day of appointment of a voting proxy. Proxy certificates available from the City Clerk.
(September 24) (date may vary)	Voter notices to be mailed by City Clerk to voters on this date.
(October – dates to be set by Council)	Advance Vote Days – six days at locations throughout the City.
October 27	Voting Day.
December 1	Term of Office begins for newly elected council.
December 31	End of candidate campaign period. Candidates who wish to extend their campaign period must notify the City Clerk on Form 6 before this date.
February 25, 2015 s. 78(6)	Last day for City Clerk to notify candidates of the filing requirements, at least 30 days before March 28 <sup>th</sup>
March 27, 2015 s. 77	Deadline for filing financial statements is 2:00pm.



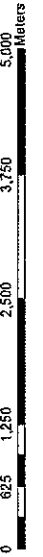
# MUNICIPAL ELECTION WARD BOUNDARIES



Ten Ward Option

APPENDIX "B"

(Approved Aug. 10) AUGUST, 2009  
E-74b



Created by Engineering & Corporate Projects, Geomatics Division

## 2014 MUNICIPAL ELECTION PROCEDURES

Established by the City Clerk  
City of Windsor  
*Municipal Elections Act,*

WHEREAS the *Municipal Elections Act, 1996* justifies the City Clerk to adopt procedures, delegate authority, and provide for any matter for the conduct of the municipal election

**Section 11(1)**

*"The Clerk of a local municipality is responsible for conducting elections within that municipality."*

**Section 11(2)**

*"Responsibility for conducting an election includes responsibility for,*

- (a) preparing for the election;*
- (b) preparing for and conducting a recount in the election; and*
- (c) maintaining peace and order in connection with the election."*

**Section 12(1)**

*"The Clerk who is responsible for conducting an election may provide for any matter or procedure that,*

- (a) is not otherwise provided for in an Act or regulation; and*
- (b) in the Clerk's opinion, is necessary or desirable for conducting the election."*

**Section 12(2)**

*"The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use."*

**Section 12(3)**

*"The power conferred by subsection (1) includes the power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications including citizenship or residency or of any other matter."*

**Section 15(2)**

*"The Clerk may delegate to a deputy returning officer or other election official any of the Clerk's powers and duties in relation to an election, as he or she considers necessary."*

**Section 15(3)**

*"The Clerk may continue to exercise the delegated powers and duties, despite the delegation."*

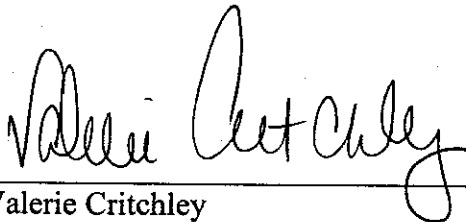
**Section 15(4)**

*"The delegation shall be in writing."*

AND WHEREAS it is deemed expedient to adopt rules and procedures for election-related activities for the 2014 City of Windsor municipal election

THEREFORE the City Clerk enacts the procedures as outlined in this manual.

**Note:** The City Clerk acknowledges that further procedures may be added to this compendium from time to time over the course of the election year and will form part of this document.



Valerie Critchley  
City Clerk, City of Windsor

Dated this 13<sup>th</sup> day of December, 2013

## PRINCIPLES OF THE MUNICIPAL ELECTIONS ACT

**For the purposes of conducting the 2014 municipal election in the City of Windsor, the City Clerk recognizes and adopts the following principles of the *Municipal Elections Act*.**

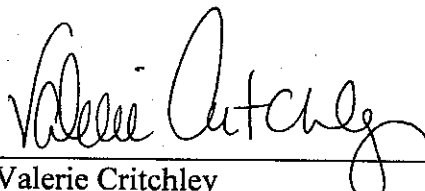
1. the secrecy and confidentiality of the individual votes is paramount;
2. the election should be fair and non-biased;
3. the election should be accessible to the voters;
4. the integrity of the process should be maintained throughout the election;
5. there be certainty that the results of the election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

*Factum of the Intervenor, Attorney General of Ontario* in the recount application for *Montgomery versus the City of Toronto, 1998*. This represents a clear enunciation, by a government representative in a formal setting, as to what "principles" were considered during the development of the *Municipal Elections Act*.

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The *Municipal Elections Act, 1996* (MEA) applies to and governs all elections for municipal councils, school boards and all members of other local boards whose members are to be elected in the same manner as members of council of a municipality.

The *Municipal Elections Act* also applies where a by-law is submitted for the assent of electors at an election or where the opinion of electors is sought on any question required or authorized by law to be submitted at an election.

  
\_\_\_\_\_  
Valerie Critchley  
City Clerk, City of Windsor

Dec 13/13  
\_\_\_\_\_  
Date

**THE CORPORATION OF THE CITY OF WINDSOR  
ELECTION PROCEDURE**

Service Area:	<b>CORPORATE SERVICES</b>	Procedure No.:	<b>B-2</b>
Department:	<b>COUNCIL SERVICES</b>	Approval Date:	<b>January 2, 2014</b>
Division:	<b>RECORDS AND ELECTIONS</b>	Approved By:	<b>VALERIE CRITCHLEY, City Clerk</b>
		Effective Date:	<b>January 2, 2014</b>
Subject:	<b>PROCEDURE FOR HOMELESS PERSONS</b>	Policy Ref.:	
		Pages:	Replaces:
			Date:

**1. PURPOSE**

1.1 To provide for the inclusion of homeless persons in the official City of Windsor voters' list for the purpose of voting at the 2014 municipal election. These procedures are in addition to the legislation outlined in the *Municipal Elections Act*.

**2. SOURCE**

2.1 *Municipal Elections Act, Section 2*

**3. PROCEDURES**

3.1 Staff cannot predict with any degree of certainty where homeless electors might go to vote as staff do not know the qualifying address of their residence as is the case with electors having a permanent address.

In addition, there are the "invisible homeless", those individuals without a permanent residence of their own, staying with friends or relatives. It will be impossible to identify these individuals. As the owners/tenants of the host home will receive a voter notification card from the City, advising them where and when to vote, these individuals can also follow the instructions on the card. If their names are not on the voters' list, they can easily be added on voting day through the completion of a revision form.

3.2 Subsection 2(3) of the *Municipal Elections Act, 1996* (MEA) provides that if a person does not have a permanent residence, the place where he or she returned most often to sleep or eat during the five weeks prior to the date of the determination of residency is deemed to be his or her residence. If a person returned with equal frequency to one place to sleep and another place to eat, the place where he or she returned to sleep takes precedence. The person's affidavit regarding the place to which he or she returned to sleep or eat is conclusive in the absence of evidence to the contrary. The affidavit shall be on an Affidavit of Residency form (Municipal World Form 1191) as designated by the City Clerk.

**APPENDIX "D"**

- 3.3 A homeless elector must complete a revision form (Form EL15) to have their name appear on the City of Windsor voters' list prior to voting day, otherwise their name will not appear on the list. This occurs because the Municipal Property Assessment Corporation (MPAC) is not required to enumerate a person who does not have a permanent residence for inclusion on the preliminary list of electors (section 20 of MEA).
- 3.4 The Affidavit of Residency form will be stapled to the completed Form EL15 and filed as such.
- 3.5 Section 24 of the MEA provides that an eligible elector may apply to the Clerk during the revision period (September 2 to October 27, 2014) to have his/her name added to the voters' list. This may be done in advance of voting day at the Office of the City Clerk at Windsor City Hall or at the voting place on voting day. As the City of Windsor is divided into ten wards, all electors, including homeless electors, must vote in the ward in which they reside.
- 3.6 It is unknown how many homeless electors in the City of Windsor are Canadian citizens or eighteen years of age and therefore entitled to be an elector. As these individuals are not captured on the preliminary list of electors delivered to the Clerk, the City will not be able to mail them a voter notification card telling them where to go to vote. Many of the homeless may not read newspapers and therefore will not see the advertisements on the revision process and voting day promotion. Some of the identified shelters provide services to abused women. Due to the very nature of their operation, many of these shelters keep the names of their residents and, in some cases, their location confidential. It is likely that many of the residents in these shelters would want to vote, but not want their names to appear on a public record, particularly if they were to vote during the advance voting. It is suggested that the general election information brochure be made available to the umbrella organizations providing services for these types of residences or to the homeless for distribution to the individual shelters. Residents could then decide if they wished to vote and call the elections office to determine the neighbourhood-voting place they can go to.
- 3.7 Established shelters for the homeless in Windsor are identified as the Salvation Army, Well-Come Home and Windsor Y Residence.

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

- 4.1 E-mail dated April 9, 2014 from Debbie Arthurs, Social Services Department explaining about homeless persons.
- 4.2 Affidavit of Residency Form (Municipal World Form 1191)
- 4.3 Form EL 15 Application to Amend Voters' List

# AFFIDAVIT OF RESIDENCE (where no permanent lodging place)

## RESIDENCE CRITERIA

**Residence** – For the purposes of this Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return.

**Rules** – The following rules apply in determining a person's residence:

1. A person may only have one residence at a time.
2. The place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.
3. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence.

**Rules if no permanent lodging place** – If a person has no permanent lodging place, as described above, the following rules apply in determining his or her residence:

1. The place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence.
2. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence.
3. Multiple returns to the same place during a single day, whether to eat or to sleep, shall be considered one return.
4. A person's affidavit regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

..... of the ..... of the .....

declare that I have no permanent lodging place, and that the place that shall be determined as my residence for the purposes of section 2 of the *Municipal Elections Act, 1996* is as set out below.

The place I returned to most frequently to *eat and sleep* during the preceding five weeks was:  
.....

The place I returned to most frequently to *sleep* during the preceding five weeks was:  
.....

Declared before me

at the ..... of .....

in the ..... of .....

this ..... day of .....

Signature of clerk or commissioner, etc.

Signature of person declaring residency

**B-2 4.2**

VOTER: PLEASE TAKE THIS FORM TO THE POLL

ELECTIONS

WINDSOR

2014

Form EL15D

Application to Amend Voters' List

Municipal Election Act, 1996 (s.17, s.24, s.25)

- Check only one
add applicant's name to list
correct applicant's information on list
delete applicant's or family member's name from list (deceased, moved, other)

Name of Applicant, date of birth (year, month, day)

Qualifying address on voting day, commercial property, At qualifying address applicant is: owner since, tenant since, other since, spouse, unqualified (deleted name only)

Previous address or Name change, At previous address applicant is: owner, tenant, other, spouse, School Support change (yes/no)

Current mailing address of applicant (if different than Qualifying address above), At current address applicant is: owner, tenant, other, spouse

- School Support
Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
Applicant has French Language Education Rights

- Applicant wishes to be an elector for the following school board
English-Public (anyone can support English-public)
French-Public (must have French Language Education Rights)
English-Separate (must be Roman Catholic)
French-Separate (must be Roman Catholic & have French Language Education Rights)

PLEASE READ:

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information.

Signature of applicant

date

This information is collected under authority of s. 17, s.24 and s.25 of the Municipal Elections Act and s. 15 and s.16 of the Assessment Act and will be used to determine voter eligibility. Questions about this collection may be directed to the Manager, Records and Elections 350 City Hall Square West Windsor ON N9A 6S1 519-255-6285.

Certificate of Approval (Completed by Clerk /Designate/Registration Clerk/Deputy Returning Officer)

Approved
I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.

Refused (state reason)

Signature of clerk or designate, etc.

date



THE CORPORATION OF THE CITY OF WINDSOR

# MEDIA ADVISORY

For Immediate Release  
April 22, 2014

## MAYOR'S YOUTH ADVISORY COMMITTEE SEEK APPLICANTS FOR 3<sup>RD</sup> ANNUAL YOUTH LEADERSHIP AWARDS

The Youth Leadership Award recognizes young people aged 14-25 years in the City of Windsor who have made a significant difference in our community. These individuals have demonstrated a commitment, dedication, concern and appreciation of the community in which they live by contributing to the development of successful events, programs and services provided to our residents and local schools.

The successful candidates will be announced during the annual Mayor's Walk and City Birthday Celebration to be held on Monday, May 19, 2014.

This announcement will include how youth may apply providing further information regarding online application process and important dates to include deadlines and announcement of award recipients.

**What:** Announcement of Mayor's Youth Leadership Awards application and submission process. Mayor's Youth Advisory Committee members describe candidate qualifications with one-on-one interviews to follow.

**When:** Thursday, April 24, 2014  
5:00pm

**Where:** 400 City Hall Square, Room #407

-30-

**Media Contact:**

Aditi Goswami, Chair  
519-551-9440  
[myacwindsor@gmail.com](mailto:myacwindsor@gmail.com)

Prakash Pandya, Vice Chair  
[myacwindsor@gmail.com](mailto:myacwindsor@gmail.com)  
<http://windsoryouth.com/>