

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2015-029

BEING a by-law to adopt an Accessibility Communication Policy.

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS Council of the Township of South Stormont desires to adopt an accessibility communication policy.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That the Accessibility Communication Policy, attached hereto as Schedule "A", be adopted effective March 11, 2015.
2. Any other by-laws inconsistent with this by-law are hereby repealed.

READ AND PASSED in open Council, signed and sealed this 11th day of March 11, 2015.



Mayor



Clerk



TOWNSHIP OF SOUTH STORMONT

Title: Accessibility Communication Policy – Schedule "A" to By-law No. 2015-029

Department:
ADMINISTRATION

Date:
March 11, 2015

1. POLICY AND PURPOSE

This policy is intended to establish appropriate and consistent action when requested to provide accessible formats and communication supports for persons with disabilities in a timely manner.

2. DEFINITIONS

For the purpose of this policy, the following definitions and interpretations shall govern:

"Communications" means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

"Communication supports" may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

"Information" includes data, facts and knowledge that exists in any format, including text, audio, digital or images that convey meaning.

3. RESPONSIBILITY:

It is the responsibility of all Township of South Stormont, Staff and Council to adhere to the provisions of the Accessibility Communications Policy.

4. PROCEDURE

Providing Accessible Formats and Communication Supports

The Township is committed to providing materials in an accessible format and with communication supports to persons with disabilities, upon request.

Accessible formats may include, but are not limited to, large print, recorded audio and electronic formats, etc.

Communication supports may include but are not limited to, captioning alternative communication supports, plain language, etc.

If we are unable to convert the requested information or communications, the Township will provide an explanation as to why the materials are not convertible and will provide a summary of the requested information or communication.

Notice to the public on the Township's commitment to provide materials in an accessible format or with communications supports, upon request is posted on our website.

Requests for Accessible Formats

When a person with a disability makes a request for information to be provided in an accessible format or with communication supports, the Township will consult with the person making the request to determine a suitable format that takes the person's accessibility needs into account. The Township makes the final decision concerning the accessible format or communication support to be provided or arranged for. Once the decision is made, the information will be provided or arranged for in a timely manner. If there is a fee normally charged for the information, the person making the request for the information in an accessible format or with communication supports, will not be charged more than the standard fee for the information.

Feedback Process


The Township welcomes feedback from the public and from our employees. Feedback is accepted in the following formats: in person, by telephone, by mail or via email. Upon request, we will receive and respond to feedback in an accessible format or with communication supports. Notice regarding the availability of our feedback processes is posted on our website.

Accessible Website

The Township internet site and web content conforms with the World Wide Consortium Web Content Accessibility Guidelines (WCAGO 2.0) at Level AA.

7. REFERENCES:

- *Accessibility for Ontarians with Disabilities Act 2005, S.O. 2005, c. 11.*

Drafted By: Loriann Harbers	Last Revision Date: -----	Approved Date: ----- March 11, 2015	Director's Signature: 
--------------------------------	------------------------------	---	--