

Policy No.: 29	Procedure:
Date Approved: Approving Resolution:	Accessible Customer Service

PURPOSE:

Ontario Regulation 429/07 made under the Accessibility for Ontarians with Disabilities Act, 2005 came into force on January 1, 2008.

This Regulation establishes accessibility standards for customer service and it applies to every designated public sector organization and to every other person or organization that provides goods or services to members of the public or other third parties and that has at least one employee in Ontario.

The accessibility standards for customer service apply to the designated public sector organizations on and after January 1, 2010 and to other providers of goods or services on and after January 1, 2012.

POLICY:

1. Establishment of Policies, Practices and Procedures

(a) The Township of Conmee shall establish policies, practices and procedures governing the provision of its goods or services to persons with disabilities.

(b) The Township of Conmee shall use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:

(i) The goods or services must be provided in a manner that respects the dignity and independence of persons with disabilities.

(ii) The provision of goods or services to persons with disabilities and others must be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.

(iii) Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.

(c) When communicating with a person with a disability, a provider shall do so in a manner that takes into account the person's disability.

2. Use of Service Animals

(a) If a person with a disability is accompanied by a guide dog or other service animal, the Township of Conmee shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her unless the animal is otherwise excluded by law from the premises.

(b) If a service animal is excluded by law from the premises, the Township of Conmee shall ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the Township of Conmee's goods or services.

(c) In this section,

- "guide dog" means a guide dog as defined in section 1 of the Blind Persons Rights' Act
- "service animal" means a service animal for a person with a disability

(d) For the purposes of this section, an animal is a service animal for a person with a disability:

(i) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or

(ii) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

3. Use of Support Persons

(a) If a person with a disability is accompanied by a support person, the Township of Conmee shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

(b) The Township of Conmee may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

(c) If an amount is payable by a person for admission to the premises or in connection with a person's presence at the premises, the Township of Conmee shall ensure that notice is given in advance about the amount, if any, payable in respect of the support person.

(d) In this section:

- "support person" means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

4. Notice of Temporary Disruptions

(a) If, in order to obtain, use or benefit from a Township of Conmee's goods or services, persons with disabilities usually use particular facilities or services of the Township of Conmee and if there is a temporary disruption in those facilities or services in whole or in part, the Township of Conmee shall give notice of the disruption to the public.

(b) Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

(c) Notice may be given by posting the information at a conspicuous place on premises owned or operated by the Township of Conmee, by posting it on the Township of Conmee's website or by such other method as is reasonable in the circumstances.

5. Training for Staff

(a) The Township of Conmee shall ensure that the following persons receive training about the provision of its goods or services to persons with disabilities:

(i) Every person who deals with members of the public or other third parties on behalf of the Township of Conmee, whether the person does so as an employee, agent, volunteer or otherwise.

(ii) Every person who participates in developing the Township of Conmee's policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

(b) The training must include a review of the purposes of the Act and the requirements of this Regulation and instruction about the following matters:

(i) How to interact and communicate with persons with various types of disability.

(ii) How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.

(iii) How to use equipment or devices available on the Township of Conmee's premises or otherwise provided by the Township of Conmee that may help with the provision of goods or services to a person with a disability.

(iv) What to do if a person with a particular type of disability is having difficulty accessing the Township of Conmee's goods or services.

(c) The training must be provided to each person as soon as practicable after he or she is assigned the applicable duties.

(d) Training must also be provided on an ongoing basis in connection with changes to the policies, practices and procedures governing the provision of goods or services to persons with disabilities.

6. Feedback Process for The Corporation of the Township of Conmee

(a) The Township of Conmee shall establish a process for receiving and responding to feedback about the manner in which it provides goods or services to persons with disabilities and shall make information about the process readily available to the public.

(b) The feedback process must permit persons to provide their feedback in person, by

telephone, in writing, or by delivering an electronic text by email or on diskette or otherwise.

(c) The feedback process must specify the actions that the Township of Conmee is required to take if a complaint is received.

7. Notice of Availability of Documents

(a) The Township of Conmee shall notify persons to whom it provides goods or services that the documents required by this Regulation are available upon request.

(b) The notice may be given by posting the information at a conspicuous place on premises owned or operated by the Township of Conmee, by posting it on the Township of Conmee's website, if any, or by such other method as is reasonable in the circumstances.

8. Format of Documents

(a) If the Township of Conmee is required by this Regulation to give a copy of a document to a person with a disability, it shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability.

(b) The Township of Conmee and the person with a disability may agree upon the format to be used for the document or information.

9. Miscellaneous

This Accessibility Customer Service Policy shall not apply during any period where the Reeve, or the Reeve's designate has declared a "State of Emergency" as defined under the **Emergency Management Act**.

10. Training Records

Training records shall be kept, including the dates when the training is provided, number of individuals to whom the training was provided and the signature of all those individuals trained on a particular date.

SCHEDULE “A” TO ACCESSIBILITY POLICY FEEDBACK PROCESS

The Township of Conmee strives to ensure that all its facilities, programs and information is provided to persons with disabilities in a manner that takes into account an individual’s disabilities and limitations. The Township of Conmee commits to train all its staff in accessible customer service standards and to set those standards. The Township of Conmee also welcomes feedback from all users of its facilities, programs and information.

Feedback shall be accepted in a format which takes into consideration the individual’s limitations and will include, but is not necessarily limited to:

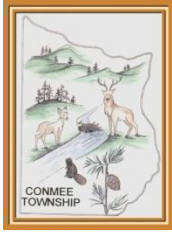
- Mail
- Email
- Computer memory device
- Telephone
- Fax

Process to be Initiated Upon Receipt of Feedback

All feedback should be directed to the Clerk. Upon receipt of feedback the Clerk shall initiate a file on the feedback containing all documents, written comments on verbal conversations and phone calls, printouts of emails, and any other form of communication regarding the feedback.

The Clerk shall review all feedback received for possible action and prepare a report to Council, containing particulars of the feedback and any steps to be taken on the report. Steps could include, but are not limited to, adjustments to the Policy, administrative changes, increased or modified staff training, purchase of equipment or software, or any other step which Council deems advisable to ensure that all persons are treated with dignity.

Although feedback will be accepted in any format, an official form is attached and may be used. If contact information is attached, the Clerk shall acknowledge the receipt of the feedback at the earliest opportunity, as well as inform the contact of any subsequent steps that may be taken by the Township in reaction to the feedback, or alternatively, explain why such steps cannot be taken. Whenever possible alternatives shall be offered to the customer.



WELCOME TO THE TOWNSHIP OF CONMEE

PLEASE TELL US HOW WELL WE HAVE DONE TODAY

Thank you for visiting Conmee Township. We value all of our customers and strive to meet everyone's needs.

Please tell us the date and time of your visit:

Staff Member, Department or Service Location you visited:

Did we respond to your customer service needs today? YES NO

Was our customer service provided to you in an accessible manner?

YES SOMEWHAT NO (please explain below)

Did you have any problems accessing our goods and services?

YES (please explain below) SOMEWHAT (please explain below)
 NO

Please add any other comments you may have:

Contact information (optional):

19 Holland Road West, R.R. #1 Kakabeka Falls, Ontario P0T 1W0
Phone: 807-475-5229 Fax 807-475-4793 conmee@tbaytel.net

ACCESSIBLE CUSTOMER SERVICE FEEDBACK FORM
Providing Goods and Services to People with Disabilities