Morris-Turnberry Accessibility:

Format of Documents:
1. Should the Municipality of Morris-Turnberry be required to give a copy of a document to a person with a disability, the Municipality of Morris-Turnberry shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability.

2. Material printed in-house and publications produced on behalf of the Corporation of the Municipality of Morris-Turnberry should contain a note indicating, "alternate formats are available upon request" and include relevant contact information.

The Municipality of Morris-Turnberry and the person with a disability will try to agree upon the format to be used for the document or information, subject to section 20 of this policy.

3. Alternate formats that should be considered by the Municipality of Morris-Turnberry and the person with the disability will include, but are not limited to:

Print Requests:
Requests for alternate formats should be honoured in the most practical manner depending on the media chosen, the size and complexity of the document, the quality and source of the documents, the feasibility of the request (including the cost) and the number of documents to be converted. It should be noted that when request for one of these formats is received and deemed feasible, staff should make every attempt to respond to the request in the most practical manner and to the satisfaction of the requestor. If it is determined that the format requested is not feasible, then other alternate methods of providing the information should be explored that will still meet the needs of the requestor (e.g. Audio CD or explaining the information verbally etc.).

1. Employee receives request from member of the public for alternate format.
2. Employee fills out alternative format request form.
3. Forwards request onto the relevant department and the appropriate corporate department;
4. The department head and the appropriate corporate department determine feasibility;
5. Proceeds with alternate format request.
6. If not feasible; contact individual with feasible solution.

ASL Interpreter Request:
1. Employee receives request from public for ASL Interpreter.
2. Employee fills out alternative format request form.
3. Forwards request onto the relevant department and the appropriate corporate department.
4. The department contacts Canadian Hearing Society to make request.
5. Once Canadian Hearing Society confirms attendance of ASL Interpreter, the department contacts individual.
6. If ASL Interpreter is not available, individual will be contacted with an alternate solution.
Feasibility will be determined based upon cost in relation to size of document and time associated with processing document requests.

The time frame attached to the conversion process varies depending on the media chosen, the size, complexity, quality of source documents and number of documents to be converted. Documents shall be returned in a timely manner depending on the factors previously noted.

Conversion shall be processed in-house wherever possible. When a member of the public requests a piece of Town documentation in a multiple format, the department of origin shall be responsible for the cost of the conversion, materials and distribution, not the public requestor.

In-house printing, where possible, should adhere to the CNIB's Clear Print Standards.