



THE CORPORATION OF THE TOWNSHIP OF CARLOW/MAYO

3987 Boulter Road
General Delivery
Boulter, ON
KOL 1G0
Tel: (613) 332-1760
Fax: (613) 332-2175
Monday to Thursday 9:00 a.m. to 5:00 p.m.

Arlene Cox – Clerk-Administrator/Deputy Treasurer
Email – clerk@carlowmayo.ca

Jenny Snider –Treasurer /Deputy Clerk
Email – treasurer@carlowmayo.ca

Ed Whitmore – Chief Building Official
Direct Line – (613) 332-8207
Email – cbo@carlowmayo.ca

Alternate Format of Accessibility Plan Policy

Any person who requires an alternative format of the Accessibility Plan and/or other information on the way the Township of Carlow/Mayo provides goods and services to people with disabilities can request information in the following way(s):

In Person:

Please contact the Clerk at the Municipal Office located at 3987 Boulter Road in Boulter.

Hours of Operation are as follows:

Monday to Thursday – 9:00 a.m. to 5 p.m.

Written:

Email: clerk@carlowmayo.ca

or

By Regular Mail:

Township of Carlow/Mayo
Attn: Clerk/Accessibility Coordinator
3987 Boulter Road, General Delivery
Boulter, Ontario, KOL 1G0

Telephone: 613-332-1760

Fax: 613-332-2175

All Requests for Alternate Formats will be handled in the following manner:

The following report shall be completed:

Request for Alternate Form of Accessibility Plan

Name:	
Request for Alternate Format?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please indicate format: <input type="checkbox"/> Braille (CNIB – Helpline 1-800-563-2642) <input type="checkbox"/> Electronic Text Format Useful Links http://helpx.adobe.com/acrobat/using/reading-pdfs-reflow-accessibility-features.html http://www.doi.gov/ocio/information_management/upload/guide_for_creating_accessible_documents.pdf <input type="checkbox"/> Large Print <input type="checkbox"/> Other _____	
Other Recommendation/Actions to be Pursued:	
Anticipated Date for Response:	(yyyy-mm-dd)
Actions Taken:	
Date of Response:	(yyyy-mm-dd)
Other Feedback/Comments	
Name (Print)	
Signature	
Date: (yyyy-mm-dd)	

Any policy, practice or procedure of the Township of Carlow/Mayo that does not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

Updated – December 2014; Reviewed – December 2019

Reviewed by: A. Cox - Clerk