

# P O L I C Y

**POLICY NO.:** GG.-3.11  
**SECTION:** GENERAL GOVERNMENT –  
**TITLE/SUBJECT:** StopGap Community Ramp Project  
**ADOPTED DATE:** December 2, 2015  
**REVISION DATE:** August 3, 2016 (Resolution # 08/03/16-02)

## **Purpose**

To create awareness about barriers in our built environment by supplying free deployable entry ramps to businesses in the Municipality of Kincardine with single stepped storefronts which prevent access to some individuals including people in wheelchairs, with mobility devices and strollers.

## **Eligibility**

A business must have a single stepped store front of 8” or lower.

## **Application Procedures**

Applications for the StopGap Community Ramp Project shall be submitted on the Application Form (Appendix A) to the Clerk’s Department.

Each application shall include:

- The StopGap Community Ramp Project – Application Form
- A “Certificate of Insurance” for Commercial General Liability of not less than \$2,000,000.00 (two million dollars)
  - The policy must be written on an Occurrence Basis, Claims Made policies are not acceptable, and must include:
    - Personal Injury
    - Property Damage
    - Contractual Liability
    - Cross Liability Clause and Severability of Interest Clause
  - The Corporation of the Municipality of Kincardine needs to be added as an additional insured but only with respects of their interest in the operation of the Named Insured

Upon receipt of an application, the Clerk’s Department will verify the information provided and upon satisfactory verification, the applicant shall be notified in writing if approved.

The Clerk’s Department shall arrange for the procurement of the deployable entry ramp built to the appropriate specifications.

The decision on whether to issue a StopGap Community Ramp rests solely with Clerk’s Department based on the criteria set out in the policy.

Each business that receives a StopGap Community Ramp will also be given an “Access Ramp Available Upon Request” sign (Appendix B) with the businesses phone number on it. Businesses are required to display this sign in a visible location so that individuals can arrange for the ramps to be deployed.

The use of the ramp is the sole responsibility of the business owner, the ramp must only be deployed when required.

### **Administration**

- All costs associated with this program shall be borne by the annual Accessibility Advisory Committee budget
- Once the annual budget is used, no more StopGap Community Ramps shall be issued in that year
- Applications shall be processed on a “first come – first served basis”

Minor clarifications to this policy’s intent and workings shall be subject to the interpretation of the Clerk of the Municipality of Kincardine. The Clerk’s Department is authorized to make minor adjustments to the Application Form and the signage attached hereto as Appendix “A” and Appendix “B” respectively and forming part of this policy.

Appendix A  
StopGap Community Ramp Project Policy



## The Community Ramp Project – Application Form

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Certificate of Insurance Attached:  see reverse for details

Left Side Step Height: \_\_\_\_ in    Right Side Step Height: \_\_\_\_ in

### The Ramp Project Policy:

The Ramp Project provides deployable entry ramps to businesses with single stepped storefronts which prevent access to some people. The use of the ramp is the sole responsibility of the business owner, the ramp should be deployed only when required. Those involved with the provision of materials and construction of the ramp are not liable for any damages or injuries resulting from the use of the ramp.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

I have read, understand and accept the Community Ramp Project Application Form. I agree to only deploy the ramp when requested and to ensure that the "Access Ramp Available Upon Request Sign" is displayed in a visible location.

For more information please contact

Deputy Clerk

519-396-3468 ext. 111

[clerk@kincardine.net](mailto:clerk@kincardine.net)

## Certificate of Insurance

Regarding the use of the StopGap Ramp, the Municipality requires that the business provide a "Certificate of Insurance" for Commercial General Liability of not less than \$2,000,000.00 (two million dollars).

Please note the following:

- the policy must be written on an Occurrence Basis (Claims Made policies are not acceptable) and must include:
  - Personal Injury
  - Property Damage
  - Contractual Liability
  - Cross Liability Clause and Severability of Interest Clause
  
- The Corporation of the Municipality of Kincardine needs to be added as an additional insured but only with respects to their interest in the operation of the Named Insured.

**THIS BUSINESS IS EQUIPPED  
WITH A DEPLOYABLE ACCESS  
RAMP – THE RAMP IS  
AVAILABLE UPON REQUEST**

Please call 519-???-????

if we don't see you outside.

