



CITY POLICY

POLICY NUMBER: C463

REFERENCE:

City Council 1992 08 25

ADOPTED BY:

City Council

SUPERSEDES:

NEW

PREPARED BY: Public Works Department

DATE: 1992 07 31

TITLE: Accessibility to City of Edmonton Owned and Occupied Buildings

Policy Statement:

The City of Edmonton, as an employer and provider of public services, is committed to providing access to all City of Edmonton owned and occupied buildings.

The City of Edmonton is committed that all persons will have reasonable access to City of Edmonton owned and occupied buildings. Reasonable access should be provided to all persons, including persons with disabilities. This applies whether a person is an employee, citizen, visitor, official or other.

The purpose of this policy is to:

Identify a civic commitment to ensure that over time, City of Edmonton owned and occupied buildings are safely useable for and provide reasonable access to persons with disabilities.

Ensure, consistent with the Equal Opportunities Policy, current and prospective Civic employees with disabilities are provided reasonable access and accommodation in their workplace environment.

Provide a manual of specific procedures and requirements for the provision of this policy for reasonable access as identified in Section 3.0 of "City Procedure" attached to this policy.



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1. DEFINITIONS

1.01 Reasonable Access - Shall consist of two components:

- (a) Accessibility for people of all abilities to building public areas of City-owned and City-leased buildings, including the building site and adjacent public ways;
- (b) Accessibility for civic employees of all abilities to all areas in City-owned and City-leased buildings to which they need access in order to do their job.

1.02 Accessibility - The design and construction in and adjacent to a building, including the building site and adjacent public ways, which allows ease of movement and safety for all employees, citizens, visitors and others, including persons with disabilities. To ensure accessibility for persons with disabilities, the building including the building site and adjacent public ways, shall be barrier-free and shall incorporate principles of barrier-free design.

1.03 Alberta Building Code - The current Building Code in force in the Province of Alberta.

1.04 Architectural Work - The preparation of designs, graphic representations, plans, drawings, detail drawings or specifications for the erection, construction or alteration of, or addition to a building but does not include engineering work.

1.05 Barrier-Free - That a building and its facilities can be approached, entered, and accessed by persons with physical, mental or sensory disabilities.

1.06 Barrier-Free Design - The incorporation and utilization of design principles to construct an environment that is functional, safe, and convenient for all users, including those with any type of disability.

1.07 Barrier-Free Design Guide - A design guide respecting the minimum building requirements for disabled persons in current Alberta Building Code in force in the Province of Alberta.

1.08 Building - Any structure used or intended for supporting or sheltering any use or occupancy.

1.09 Building Public Area - The area of a building to which the public has access, as a right or by invitation, expressed or implied.

1.10 Building Site - The area of land, consisting of one or more legally described lots, that the building is located upon and including public open space and parking.

1.11 Disabilities - Physical, mental or sensory conditions which require barrier-free buildings that can be easily approached, entered and used.



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- 1.12 Engineering Work - The preparation of designs, plans, drawings, detail drawings, specifications or graphic representations for electrical, mechanical and structural systems or components in buildings and includes any applicable geotechnical engineering work.
- 1.13 Lease - A written document in which the owner of a property transfers the right to use and occupy that property to another for a specified period of time in exchange for a specified rental and conditions of occupancy.
- 1.14 New Building - A building constructed after the approval date of this policy.
- 1.15 Project - Any construction, alteration or demolition operation.
- 1.16 Project Manager - An individual in the employment of the City, or individual or company acting on behalf of the City, to oversee all facets of a project leased or owned.
- 1.17 Public Way - Any highway, sidewalk, road, lane, square, court, pedway or passage, whether a thoroughfare or not, and includes any open space to which the public have or are permitted access, that is owned by the City of Edmonton.
- 1.18 Stakeholders - The General Manager, Public Works; City of Edmonton Advisory Board on Services for Persons with Disabilities; and the General Manager/Chief Officer of other Civic departments/offices involved in the project and/or their designates.
- 1.19 Work - Any activity, duty or function, regulated by the Alberta Building Code, carried out on or about a construction site or on, in or about a building.

2. RESPONSIBILITIES

2.01 City Council to:

- (a) Approve this policy and amendments thereto;
- (b) Require the Edmonton Police Commission and Edmonton Library Board to implement an adaption of this policy for "Building Accessibility";
- (c) Invite ED TEL, Civic Boards and Civic Authorities to implement an adaption of this policy for "Building Accessibility".

2.02 Executive Committee to:

- (a) Recommend amendments to this policy to City Council.



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2.03 City Manager to:

- (a) Review and recommend amendments to this policy, as required to Executive Committee and City Council;
- (b) Provide a decision on "Accessibility: Requests for Exemptions" to this policy as recommended by the stakeholders;
- (c) Arbitrate any dispute arising out of this policy following a previous hearing by the stakeholders;
- (d) Approve changes as recommended by the General Manager, Public Works, to the procedures and requirements of this policy.

2.04 General Manager, Public Works to:

- (a) Approve procedures and requirements and monitor the application of this policy;
- (b) Participate in carrying out the intent of this policy and ensure implementation of its procedures and requirements when undertaking responsibilities of Policy A1406 "Project Manager for Construction Projects" and Policy A1407 "Provisions of Office and Special Purpose Accommodations for Civic Staff";
- (c) Designate a department employee to be the Chairperson of the "Committee for Accessibility to City-owned and Occupied Buildings";
- (d) Ensure appropriate departmental representation on the "Committee for Accessibility to City-owned and Occupied Buildings";
- (e) Provide direction to the "Committee for Accessibility to City-owned and Occupied Buildings", as necessary, through the Chairperson;
- (f) Review the procedures and requirements of this policy on an annual basis as recommended by the "Committee for Accessibility to City-owned and Occupied Buildings" and recommend changes to the City Manager for approval;
- (g) Ensure civic departments are aware of the policy and circulate updates to the procedures and requirements;
- (h) Develop and ensure Public Works' Capital and Operating project budgets for City-owned and occupied buildings include costs associated with the provisions of this policy for reasonable access;



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- (i) Develop an annual Capital Budget for "Accessibility: Workplace Modifications" and "Accessibility: City-owned and Occupied Buildings";
- (j) Ensure that when submitting a building lease renewal or new lease for Executive Committee approval, the building conforms to the provisions of this policy, noting exemptions where applicable;
- (k) Provide a recommendation to the City Manager on "Accessibility: Request for Exemptions" to his policy through a review process with the stakeholders;
- (l) Undertake requests for project work for "Accessibility: Workplace Modifications", adhering to provisions of this policy.

2.05 Departmental General Managers, Chief Officers, Fire Chief and Chief of Police to:

- (a) Participate in carrying out the intent of this policy and ensure implementation of its procedures and requirements;
- (b) Develop and ensure department Capital and Operating project budgets for City-owned and occupied buildings include costs associated with the provisions of this policy for reasonable access;
- (c) Request "Accessibility: Workplace Modifications", as required, through the Public Works Department to make the workplace accessible for existing, new or contemplated employees;
- (d) Initiate "Accessibility: Requests for Exemptions" as required, and participate with the stakeholders in review of the request;
- (e) Designate a representative to the "Committee for Accessibility to City-owned and Occupied Buildings" to review changes to procedures and requirements of this policy and act on behalf of the department;
- (f) Ensure employee awareness of the need for accessibility to City-owned and Occupied Buildings and that project include provisions of this policy for reasonable access.

2.06 Advisory Board on Services for Persons with Disabilities to:

- (a) Designate a representative to the "Committee for Accessibility for City-owned and Occupied Buildings" and to review changes to procedures and requirements of this policy;



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- (b) Recommend changes to procedures and requirements of this policy through Public Works for consideration by the "Committee for Accessibility to City-owned and Occupied Buildings";
- (c) Participate with Public Works in preparation of the annual Capital Budget for "Accessibility: Workplace Modifications" and "Accessibility: City-owned and Occupied Buildings";
- (d) Review and participate as a stakeholder on "Accessibility: Request for Exemptions" to this policy;
- (e) As one of the stakeholders, review projects for reasonable access at four stages during a project consisting of: project/program development; design development drawings; tender document and substantial completion.

2.07 Committee for Accessibility to City-owned and Occupied Buildings to:

- (a) Review the policy and procedures and requirements of this policy on an annual basis and recommend changes as required to the General Manager, Public Works;
- (b) Meet annually to prioritize departmental requests and develop an annual Capital Budget for "Accessibility: City-owned and Occupied Buildings".

3. PROCEDURES

3.01 Specific Procedures and Requirements

Public Works Department will:

- (a) Update specific procedures and requirements, with input from the stakeholders, for the provision of this policy, as contained in the "Manual for Accessibility to City of Edmonton-owned and Occupied Buildings".
- (b) Circulate updated manuals to civic departments and the Advisory Board. The Table of Contents of the "Manual for Accessibility to City of Edmonton-owned and Occupied Buildings" is shown in Attachment I.

4. APPENDIX

Attachment I Manual for Accessibility to City of Edmonton-owned and Occupied Buildings - Table of Contents