

# Administrative Directive

## Accessibility for People with Disabilities

**Number:** A1472

**Date of Approval:** October 18, 2019

**Department:** Integrated Infrastructure Services and Citizen Services

**Next Scheduled Review:** 2024 (every 5 years)

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### **Statement of Directive:**

The City of Edmonton is committed to accessibility and universal design through the development, implementation, and evaluation of City policies, civic engagement, programs and services, communications and technology, employee services, and infrastructure (open space, transportation and facilities).

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### **Purpose:**

The purpose of this directive is to provide City employees with principles and guidelines associated with accessibility and universal design to be applied when making decisions related to accessibility for people with disabilities. The intent is to ensure a proactive, consistent approach in the development, implementation, and evaluation of City policies, civic engagement, programs and services, communications and technology, employee services, and infrastructure.

### **Application:**

This directive applies to any person who reports to the City Manager or City Auditor and provides services to the City of Edmonton under a contract of employment, contract for the provision of personal services (including contractors, consultants, and their employees), or in the capacity of agent, student, or volunteer.

### **Accountability:**

Accessibility is a shared responsibility and any person to whom this directive applies is responsible to:

- A. Ensure accessibility and continuous improvement where people with disabilities have equitable opportunities to access, participate and contribute by complying with the terms of this directive and accompanying procedure;
- B. Identify, remove and prevent attitudinal, systemic, physical, communication and technology barriers in the development, implementation, and evaluation of policies, civic engagement, programs and services, communication and technology, employee services, and infrastructure; and
- C. Incorporate the City of Edmonton cultural commitments of safe, helpful, accountable, integrated and excellent to ensure people with disabilities have the opportunity to access, participate and contribute.

## Accessibility for People with Disabilities

Deputy City Managers are responsible for developing, implementing and evaluating department-level accessibility actions that contribute to the three-year Corporate Accessibility Plan (“the Plan”). The Plan is created in consultation with people with disabilities to help achieve the intent of the policy, directive, and procedure. The Plan will be incremental in nature with a phased-in approach and be based on the Corporate Business Plan’s programs and services. The Plan will be evaluated and updated at a minimum every three years. Each Department will contribute accessibility actions, using the process defined in the framework:

- Step 1: assessing current state;
- Step 2: identifying barriers;
- Step 3: establishing priorities and developing actions.

Corporate Accessibility Steering and Working Committee’s Terms of Reference outlines responsibilities including:

- A. Champion the Accessibility for People with Disabilities Policy, this directive, and accompanying procedures and ensure reviews every five years at a minimum, or earlier when updates are required;
- B. Champion the development and evaluation of the three-year Corporate Accessibility Plan to support integration and excellence; and
- C. Facilitate the development of consistent approaches, tools and training to address accessibility for people with disabilities across the corporation.

Managers and Supervisors are responsible to:

- A. Provide leadership in carrying out the intent and purpose of the Accessibility for People with Disabilities Policy and ensure implementation of this directive, its accompanying procedures and the Corporate Accessibility Plan within the section, branch, department;
- B. Incorporate costs associated with the development and implementation of this directive and its accompanying procedures in the capital and operating budgets for City Council’s consideration; and
- C. Designate representatives to the Corporate Accessibility Steering and Working Committees as required.

The City Manager or designate may conduct reviews, audits, or checks at any time without notice to ensure compliance with this directive and its accompanying procedures.

Failure to comply with the provisions of this directive and its accompanying procedures could lead to appropriate corrective action, which may include discipline up to and including termination of employment.

### **Definitions:**

Unless otherwise specified, words used in this directive and its accompanying procedures have the same meaning as defined in the [City Administration Bylaw, Bylaw 16620](#) and in the Accessibility for People with Disabilities Policy C602.

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## Accessibility for People with Disabilities

### References:

- Accessibility for People with Disabilities Procedure
- [City Administration Bylaw \(CAB\) 16620](#)
- [Accessibility Advisory Committee Bylaw 17002](#)
- [Council Procedures Bylaw 18155](#)
- [Diversity and Inclusion Policy C538](#)
- [Capital Project Governance C591](#)
- [Infrastructure Asset Management Policy C598](#)
- [Public Engagement Policy C593](#)
- [Construction Hoarding Policy C580A](#)
- [Affordable Housing Investment Guidelines C601](#)
- [Regulation of Work & Equipment Installation on City Lands Bylaw 12846](#)
- Administrative Directives
  - [Communications A1446A](#)
  - [Duty to Accommodate Disabilities Administrative Directive A1126](#)
  - [Respectful Workplace A1127](#)
- [Diversity and Inclusion Framework and Implementation Plan](#)
- [Alberta Human Rights Act](#), R.S.A. 2000 c. A-25.5
- [Alberta Building Code](#)
- [Canadian Charter of Rights and Freedoms](#), s 15(1), Part 1 of the *Constitution Act*, 1982
- [Canadian Human Rights Act](#), R.S.C., 1985, C. H-6
- [Accessible Canada Act](#)
- [United Nations Convention on the Rights of Persons with Disabilities](#)