

Administrative Procedure

Accessibility for People with Disabilities

This procedure falls under the **Accessibility for People with Disabilities Administrative Directive A1472**

Date of Approval: October 18, 2019

Next Scheduled Review: 2024 (every 5 years)

Purpose:

The purpose of this procedure is to outline how to apply guidelines associated with accessibility and universal design 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.

Definitions

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

Processes

Employees must adhere to the following plans, guides, and tools when performing duties on behalf of the City:

- Corporate Accessibility Plan: A three-year plan that defines the accessibility actions to meet the intent of the policy and administrative directive. Accessibility actions that contribute to the Corporate Accessibility Plan are developed, implemented and evaluated at the department level using the framework.
- [Access Design Guide](#): To be applied in conjunction with the Barrier-Free Design Guide to the City's planning, designing, building and maintaining of infrastructure either owned or occupied by the City of Edmonton. There are two categories of projects within the City of Edmonton:
 - Growth refers to investments in new assets and projects that add to or enhance components of existing infrastructure assets that improve the type of service provided and/or improves functionality; and
 - Renewal refers to investments in existing infrastructure to restore it to its former condition and extend its service life. However, the replacement value of renewed infrastructure remains unchanged and the size of the infrastructure asset portfolio does not increase as a result of investments in renewal.

The Access Design Guide shall be used in conjunction with the Barrier-Free Design Guide to:

- City of Edmonton new construction growth projects; and
- Large new construction projects completed by Community groups with funding from the City of Edmonton as outlined by the grant parameters and defined in the funding agreements.

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The Barrier-Free Design Guide applies to:

- City of Edmonton redevelopment growth projects where there is more than 10% growth;
 - City of Edmonton renewal projects if the approved scope impacts accessibility; and
 - Large redevelopment projects completed by Community groups with funding from the City of Edmonton as outlined by the grant parameters and defined in the funding agreements.
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- City of Edmonton's Style Guide and Pattern Library: To be applied to the City's internet website and web content. This guide is based upon the World Wide Web Consortium (W3C) Web content accessibility guidelines (WCAG) 2.0 Level AA. Where some web content may deviate from the guidelines, upon request, the City of Edmonton will provide or arrange for the provision of accessible formats for persons with disabilities in a manner that takes into account the person's accessibility needs.
 - Communication Access for Deaf and Hard of Hearing Citizens: To be applied to the implementation of alternate communication.
 - Additional guides and processes may be developed at the corporate, department and branch level as the implementation of the policy and administrative directive proceed.

Attachments

The following attachments are related to this procedure:

- [Access Design Guide](#)
- City of Edmonton's Style Guide and Pattern Library (Internal)
- Communication Access for Deaf and Hard of Hearing Citizens (Internal)
- [Measuring Up Edmonton](#) including the Toolkit and self-assessment audit tool
- Department Accessibility Action Framework (Internal)