

## **Attachment I: Accessibility Impact Statement – Committee of the Whole Report Guidelines**

The following document provides the guidelines to staff regarding the inclusion of an Accessibility Impact Statement in all Committee of the Whole Reports as follows [current as of September 2020]:

*The purpose of this section of the staff report is communicate to Council and the public how accessibility has been taken into consideration and how any accessibility impacts are being mitigated. Consideration should be given to the broad definition of disability and potential barriers to people with disabilities.*

*Accessibility is a general term used to describe the degree of ease that something can be used and enjoyed by persons with a disability. Disability is defined as a physical, sensory, developmental or mental condition or a health problem that significantly restricts the performance of one or more of a person's daily life activities.*

*Accessibility impacts should be considered at all stages of an initiative from concept to implementation. Planning for accessibility at the early stages of an initiative is more cost effective than retrofitting accessibility considerations.*

*Examples of accessibility considerations may include:*

- *Report that there are no impacts on accessibility if applicable.*
- *Describe the date and outcome of consultations with the Accessibility Working Group and community groups representing the disability most likely to be affected.*
- *Cite legislative obligations and accessibility objectives in the Official Community Plan and describe how these are met.*
- *Cite physical accessibility or universal design standards and describe how they are met.*
- *For public documents, public meetings and public signage, describe how accessibility is addressed for people with disabilities.*
- *Describe alternative access processes that will be in place during service disruptions or construction.*