

City of Victoria Committee of the Whole Reports Accessibility Impact Statement – Revised Guidelines to Staff

In collaboration with the Council appointed Accessibility Advisory Committee, the City is adopting a more comprehensive set of guidelines to support staff to outline accessibility Impacts in Council Reports.

Purpose of the Accessibility Impact Statement

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 barrier 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. As such, staff should refer to the Accessibility Lens Guidebook at the start of any new project or initiative to ensure that accessibility impacts have been considered throughout the project or initiative.

Accessibility Impact Statement Requirements

1. Describe the date and outcome of consultations with the Accessibility Advisory Committee and community groups representing the disability most likely to be affected.
2. Cite legislative obligations and accessibility objectives in the Official Community Plan and describe how these are met.
3. Cite physical accessibility or universal design standards and describe how they are met.
4. Provide evidence of alignment with standards or guidelines, if applicable, such as building standards.
5. For engagement, including public documents, public meetings and public signage, describe how accessibility is addressed for people with disabilities.
6. Describe alternative access processes that will be in place during service disruptions or construction.

Attachment J – Revised Accessibility Impact Statement

7. Identify if the report is in alignment with one of the focus areas and/or short-term actions within the Accessibility Framework. If applicable, delineate how the initiative or subject aligns with the Framework.
8. Cite decision making trade-off considerations to better inform Council, including cost, alignment or potential conflicts with other equity seeking individuals or groups.
9. If you report that there are “no impacts on accessibility” also state the reason or circumstances why (legislation, health and safety related, housekeeping – - where is a housekeeping item, state the reason, such as updating dates, language, definitions, annual requirement, etc).

Review and approval of the Accessibility Impact Statement by the Office of Equity, Diversity and Inclusion prior to City Manager sign-off