

Document 8 – Accessibility Impacts Statement Section in Committee and Council Reports

Colleagues,

As previously discussed at SLT last month, this email is to clarify how all departments must fulfil our legislative requirements with respect to the mandatory Accessibility Impact section of reports to Committees and Council. Furthermore, the circulation of this directive will be referenced in the 2023 City of Ottawa Municipal Accessibility Plan Report update and in the mid-term Governance report.

Background

On October 13, 2011, Council approved [motion FEDCO 10/1](#), which directed staff to immediately include an “Accessibility Impacts” section in all reports to Committee and Council. In this section, staff are to review proposed projects, prior to Council approval, for any potential positive or negative impact on people with disabilities and seniors and describe steps taken to remediate any negative impacts identified. On March 27, 2012, Council also approved the first “[Accessibility Impacts Checklist](#)”.

To reflect the City’s additional legislative requirements, in 2022, the Accessibility Office worked with the Accessibility Working Group and the Accessibility Advisory Committee to develop the **new** [Accessibility Impact Statement Instructions](#), which includes three practical steps to creating meaningful accessibility Impact statements, templated responses and a list of resources, to improve accessibility in projects and reduce the City’s risk of non-compliance. These instructions were approved by Council on June 22, 2022.

As reinforced in the [2022-2026 Governance Review Report](#), the **mandatory** accessibility impact section responds to the express requirements of various provincial and federal statutes and Council-approved standards, including the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the Council-approved [Accessibility Policy](#). There are very few circumstances where there are no accessibility impacts due to the City’s requirement to be compliant with the *Integrated Accessibility Standards Regulation* (IASR) of the AODA. Furthermore, we must always remember that the Council-approved Accessibility Policy applies to all aspects of City business, including “City services, programs, goods and facilities.”

Action Required

Senior Leaders shall ensure their staff have knowledge of and adhere to the requirements of this mandatory section in reports, and encourage staff to review the available [resources on SharePoint](#), consult with the Accessibility Office, and attend

training on the creation of meaningful Accessibility Impacts statements (additional information below), as required.

Additional internal communications about the Accessibility Impacts section in Committee and Council reports will be provided through In the Loop and Management Bulletin articles to ensure all staff are aware of their obligations and supported to meet their legislated requirements.

Accessibility Impact Statement Training

To support staff in your departments in the writing of meaningful Accessibility Impacts statements in reports, the Accessibility Office has developed an Accessibility Impacts Statement workshop. Intended for report writers, project managers and any staff that work in legislative services delivery from across the Corporation, this 90 minute session will review the [Three steps to developing accessibility impact statements document](#) and review department-specific reports and associated accessibility considerations to build capacity.

This is an opportunity for project and program managers and report writers to discuss challenges, disability benefits and/or barriers in projects and programs considered through an accessibility lens review in a supportive group-learning environment.

The following dates are open for registration, and training sessions will be offered virtually:

- Wednesday March 29 from 10 am to 12 pm
- Tuesday April 25 from 1 pm to 3 pm
- Tuesday September 26 from 10 am to 12 pm

For more information or to register for one of these sessions, please contact the [Accessibility Office](#) or [Lucille Berlinguette-Saumure](#), Program Manager, Accessibility Office.

I trust this summary is satisfactory for your purposes.

Regards,

Rick

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