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Instructions for Accessibility of Council and Committee Documents

Accessibility is fundamental to the quality of life, well-being, and engagement of people with disabilities in all aspects of society. The City of Edmonton's Accessibility for People with Disabilities Policy C602 commits to accessibility and continuous improvement across all City services and programs to ensure all Edmontonians have equitable access and opportunities to become civically engaged. This includes ensuring everyone can access Council and Committee documentation.

All Council and Committee agendas, minutes, reports, and other supporting documentation can be accessed online at edmonton.ca/meetings. On this website, documentation can be accessed by selecting a meeting date in the calendar and then selecting the agenda (HTML or PDF format) and corresponding agenda items for the meeting. It is recommended that Google Chrome be used to view documentation online. Details on how to install Google Chrome are listed below.

This document provides instructions for using various accessibility features to access Council and Committee documentation.

Installing Screen Readers

Screen readers are softwares that support individuals who may be visually impaired in reading and/or listening to text. Several free and low-cost screen reader applications exist on Windows, Apple, and Android devices that convert written text into spoken word for a user.

All Council and Committee documents can be read using either the Google Vox extension (available in the Google Chrome browser) for desktop computers or by using Adobe Acrobat Reader and either "VoiceOver" or "Talk Back" features for iOS and Android devices, respectively. The following instructions describe how to install a supported web browser, PDF viewer, and screen reader software on your device.

Operating System	Instructions
Windows Computer	1. Install the [Google Chrome](#) web browser on your device. 2. Install the [Google Vox extension](#) in Google Chrome. 3. Install [Adobe Acrobat Reader](#) on your device.
Macintosh Computer	1. Install the [Google Chrome](#) web browser on your device. 2. Install the [Google Vox extension](#) in Google Chrome. 3. Install [Adobe Acrobat Reader](#) on your device.

iPhone / iPad Device	1. Install the [Google Chrome](#) application on your device.
	2. Install the [Adobe Acrobat Reader](#) application on your device.
	3. Confirm that "VoiceOver" is installed on your device by:
	   a. Go to "Settings".
	   b. Select "Accessibility in the Settings menu
	   c. Select "VoiceOver" in the Accessibility menu.

Android Device	1. Install the [Google Chrome](#) application on your device.
	2. Install the [Adobe Acrobat Reader](#) application on your device.
	3. Confirm that "TalkBack" is installed on your device by:
	   a. Go to "Settings".
	   b. Select "Accessibility in the Settings menu
	   c. Select "TalkBack" in the Accessibility menu.

Using Screen Readers

The following instructions describe how to access and use screen reader software for Council and Committee agendas, minutes, reports, and attachments.

Windows Computer
- Open the Google Chrome web browser.
- Turn on the Google Vox extension.
    - Select "extensions" in the top right corner of the browser. A pop up will appear.
    - Select "manage extensions". You will be redirected to another website.
    - Under "screen reader" click the toggle button to turn on the screen reader.
- Visit www.edmonton.ca/meetings. This website houses all Council and Committee documentation.
- Under "Agendas and Minutes", select the meeting you wish to access documentation for. A pop up will appear.
- To access agendas:
    - Select "HTML" next to agenda. You will be redirected to another website.
    - Select any text on the screen for the screen reader to verbalize.

- To access minutes:
  - Select "HTML" next to minutes. You will be redirected to another website.
  - Select any text on the screen for the screen reader to verbalize.
- To access reports and attachments:
  - Select "HTML" next to agenda. You will be redirected to another website.
  - Select any item you wish to access documentation for. A pop up will appear.
  - Select the documentation you wish to review (for example, a report). It will open a new window.
- Download a copy and open it in Adobe Acrobat Reader.
  - Use the Accessibility Setup Assistant to set up Acrobat Reader for either a screen magnifier or a screen reader.
  - Choose Edit > Accessibility > Setup Assistant, and then select the options you want from each screen of the Setup Assistant.
  - Ensure "Read Out Loud" is activated.
    i. Choose View > Read Out Loud > Activate Read Out Loud.
    ii. Choose View > Read Out Loud > Deactivate ReadOut Loud.
  - Use the Read Out Loud option to read the document.
  - *Note: further information on using accessibility features in Adobe Acrobat Reader can be viewed online here.*

Macintosh Computer
- Open the Google Chrome web browser.
- Turn on the Google Vox extension.
  - Select "extensions" in the top right corner of the browser. A pop up will appear.
  - Select "manage extensions". You will be redirected to another website.
  - Under "screen reader" click the toggle button to turn on the screen reader.
- Visit www.edmonton.ca/meetings. This website houses all Council and Committee documentation.
- Under "Agendas and Minutes", select the meeting you wish to access documentation for. A pop up will appear.
- To access agendas:
  - Select "HTML" next to agenda. You will be redirected to another website.
  - Select any text on the screen for the screen reader to verbalize.
- To access minutes:
  - Select "HTML" next to minutes. You will be redirected to another website.
  - Select any text on the screen for the screen reader to verbalize.
- To access reports and attachments:
  - Select "HTML" next to agenda. You will be redirected to another website.
  - Select any item you wish to access documentation for. A pop up will appear.
  - Select the documentation you wish to review (for example, a report). It will open in a new window.
- Download a copy and open it in Adobe Acrobat Reader.
  - Use the Accessibility Setup Assistant to set up Acrobat Reader for either a screen magnifier or a screen reader.

- - Choose Edit > Accessibility > Setup Assistant, and then select the options you want from each screen of the Setup Assistant.
  - Ensure "Read Out Loud" is activated.
    i. Choose View > Read Out Loud > Activate Read Out Loud.
    ii. Choose View > Read Out Loud > Deactivate ReadOut Loud.
  - Use the Read Out Loud option to read the document.
  - *Note: further information on using accessibility features in Adobe Acrobat Reader can be [viewed online here](#).*

iPhone / iPad Device
- Turn on VoiceOver.
  - Go to Settings.
  - Go to Accessibility.
  - Go to VoiceOver. Click the toggle button to turn on VoiceOver (screen reader).
  - *It is strongly recommended that you use the "VoiceOver Practice " feature that appears after you turn on VoiceOver before leaving this screen. This feature alters the way you interact with all aspects of your device.*
- Open the Google Chrome web browser.
- Visit www.edmonton.ca/meetings. This website houses all Council and Committee documentation.
- Under "Agendas and Minutes", select the meeting you wish to access documentation for. A pop up will appear.
- To access agendas:
  - Select "HTML" next to agenda. You will be redirected to another website.
  - Select any text on the screen for the screen reader to verbalize.
- To access minutes:
  - Select "HTML" next to minutes. You will be redirected to another website.
  - Select any text on the screen for the screen reader to verbalize.
- To access reports and attachments:
  - Select "HTML" next to agenda. You will be redirected to another website.
  - Select any item you wish to access documentation for. A pop up will appear.
  - Select the documentation you wish to review (for example, a report). It will open a new window.
- Download a copy and open it in Adobe Acrobat Reader.
  - Ensure the document is opened in Adobe Acrobat Reader.
  - Select any text on the screen for the screen reader to verbalize.

Android Device
- Turn on TalkBack.
  - Go to Settings.
  - Go to Accessibility.
  - Go to VoiceOver. Click the toggle button to turn on "TalkBack" (screen reader).
  - *Please note you can turn off TalkBack by pressing and holding both volume keys*

for a few seconds.
- Open the Google Chrome web browser.
- Visit www.edmonton.ca/meetings. This website houses all Council and Committee documentation.
- Under "Agendas and Minutes", select the meeting you wish to access documentation for. A pop up will appear.
- To access agendas:
  - Select "HTML" next to agenda. You will be redirected to another website.
  - Select any text on the screen for the screen reader to verbalize.
- To access minutes:
  - Select "HTML" next to minutes. You will be redirected to another website.
  - Select any text on the screen for the screen reader to verbalize.
- To access reports and attachments:
  - Select "HTML" next to agenda. You will be redirected to another website.
  - Select any item you wish to access documentation for. A pop up will appear.
  - Select the documentation you wish to review (for example, a report). It will open a new window.
- Download a copy and open it in Adobe Acrobat Reader.
  - Ensure the document is opened in Adobe Acrobat Reader.
  - Select any text on the screen for the screen reader to verbalize.

Troubleshooting

If you require additional assistance to access Council documents, please contact the Office of the City Clerk by phone (780-496-8178) or email (city.clerk@edmonton.ca).