

1. CALL TO ORDER

Call to Order – 11:31 AM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (Chair)	Larissa Chen
Vice President Finance	Hangué Kim
Board of Directors Member	Alan Lee
Board of Directors Member	Thadoe Wai
Student At-Large	Christina Thompson

3.2 Society Staff

SFSS Administrative Assistant	Zoya Nari
SFSS Chief Executive Officer	Martin Wyant
SFSS Accessibility Worker	Alyssa Chan
SFSS Student Union Organizer	Anna Reva
SFSS Build SFU General Manager	Marc Fontaine

3.3 Regrets

Student At-Large	Christina Thompson
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4. RATIFICATION OF REGRETS

4.1 MOTION AFAC 2017-02-10:01

Hangué/Thadoe

Be it resolved to ratify regrets from Christina Thompson (Academic).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION AFAC 2017-02-10:02

Thadoe/Hangué

Be it resolved to adopt the agenda as presented.

CARRIED

6. DISCUSSION ITEMS

~~6.1 Grant Requests~~

6.2 Access4All Barrier Buster Grants

- SFSS would need to apply through SFU, making it an involved partner

- Committee will be providing a quote for adjustable tables that can be provided for the Women's Centre and Out On Campus, and will later be moved to the Student Union Building upon completion
- Will not be pursuing this grant for now until required

6.3 Update from SFSS Accessibility Worker

- Current goals
 - Assess current level of accessibility
 - Reach out to students who require assistance
 - Possibility of working with CSD for support
 - To be knowledgeable of the allocation of the funds and how it can be utilized this year
- Committee possibly pursuing a closed captioning service
 - Speech to text technical program (possibility for future events down the road), instead of ASL
 - Due to time constraints, small possibility of using this service for the elections
- SFSS Accessibility Worker to have a report of fund allocation for the next meeting

6.4 Regular Meetings and connect with students with disabilities

- Suggestion to have regular meetings for the committee to monitor progress
- Committee is currently looking into investing the budget more effectively to better support students
- CSD to possibly create a presentation to help the committee understand what students may require and suggestions for possible events
- Committee will be creating a checklist to address the specific issues as a requirement for events
- Committee looking into possibly recruiting students to establish a group to support disability students with ongoing events
- Suggestion for a possible sensitivity training program in the spring semester and may connect with CSD to coordinate projects and the training programs

7. ATTACHMENTS

- Evaluation Process and Assessment Criteria.pdf
- Eligibility Guidelines.pdf
- Sample Barrier Buster Projects.pdf

8. ADJOURNMENT

MOTION AFAC 2017-02-10:03

Hangué/Thadoe

Be it resolved to adjourn the meeting at 11:59 AM.
CARRIED



Barrier Buster Grant Evaluation Process & Assessment Criteria

Evaluation Process

1. An applicant submits an Access4All Barrier Buster grant application form online at rickhansen.fluidreview.com.
2. RHF assesses the application submission to ensure it meets the “Application Submission” eligibility criteria. Applications that do not meet this criteria will not be reviewed.
3. The RHF Review Committee scores the application against the Assessment Criteria on a first-come, first-served basis, and makes a recommendation to the Grants Committee of the RHF Board.
4. The RHF Review Committee may consult independent external experts to verify the proposed project approach and budget during the scoring process.
5. The Grants Committee assesses the recommendation made by the RHF Review Committee, and approves the grant amount awarded or rejects the application.
6. RHF notifies the applicant, whether successful or unsuccessful, in a timely manner on a rolling first-come, first-served basis. Note that RHF will have notified all applicants by May 31, 2017. **RHF will not accept any enquiries about the status of an application.**
7. RHF issues an Award Letter to a successful applicant. The Award Letter may contain additional terms and conditions such as a grant payment schedule or pre-conditions.
8. RHF releases 90% of the total grant awarded in accordance with the dates outlined in the Award Letter. Note that the RHF will disburse up to a maximum of \$500,000 in Barrier Buster grants by March 31, 2017. All other successful applicants will be awarded grants after this date.
9. The grant recipient submits a Final Report, in the format requested by RHF, upon completion of the Barrier Buster project. The purpose of the Final Report is to evaluate the final project against the original application. Proof of expenses and photographs/videos will be required. The deadline for the Final Report is February 28, 2018.
10. RHF releases the remaining 10% of the grant awarded, upon receipt and satisfactory review of the Final Report.

Assessment Criteria

The Review Committee will use the criteria below to score eligible applications on both components of the Barrier Buster Project: (1) the Infrastructure Improvement and (2) the Awareness Event.

For the purposes of the assessment process, people with disabilities refers to those with mobility, vision, or hearing challenges.

Part 1: Infrastructure improvement

The RHF Review Committee will assess the extent to which:

- The Infrastructure Improvement will result in **tangible, permanent, and improved** accessibility to a public space meeting the needs of people with disabilities.
- The Infrastructure Improvement will make a difference for people with disabilities.
- The Infrastructure Improvement will reach people with disabilities (i.e., number affected).
- The Infrastructure Improvement will foster innovation and will be sustainable (creative, effective approaches to accessibility solutions).
- The applicant will collaborate with other organizations (e.g., community groups, businesses, local governments) to deliver the Infrastructure improvement.
- The applicant will consult with disability organizations and people with disabilities in the planning of their project.
- The applicant will engage volunteers, youth, community members, and people with disabilities.
- The Infrastructure Improvement provides value for money.
- The applicant has confirmed funding or in-kind contributions from sources in addition to the Barrier Buster grant to complete the Infrastructure Improvement.
- The applicant demonstrates the necessary skills, experience, and/or expertise to deliver the Infrastructure Improvement.
- The Infrastructure Improvement is located in a province/territory which helps ensure that Barrier Buster projects are geographically distributed across Canada.

Part 2: Awareness Event

The RHF Review Committee will assess the extent to which:

- The proposed Awareness Event will effectively showcase the Infrastructure Improvement to the community and stakeholders.
- The Awareness Event will reach the greatest number of people. Awareness Events attracting 100 people or more will be scored more favourably.
- The applicant will generate media and public interest before, during, and after the Awareness Event. Media can include local, provincial, or national media and channels such as TV, radio, newspaper, blogs, and social media.
- The applicant will engage government officials and other notable guests to participate in the Awareness Event.
- The applicant will engage RHF stakeholders to participate (e.g., Ambassadors, Access4All corporate sponsors)
- The applicant will collaborate with other organizations (e.g., community groups, businesses, local governments) to deliver the Awareness Event.
- The applicant will engage volunteers, youth, community members, people with disabilities, and the official-language minority community.
- The Awareness Event provides value for money.
- The applicant has confirmed funding or in-kind contributions from sources in addition to the Barrier Buster grant to complete the Awareness Event.
- The applicant demonstrates the necessary skills, experience and/or expertise to deliver the Awareness Event.

RHF reserves the right to amend the evaluation process or assessment criteria, or to reject any or all applications, whether or not the applicant meets the eligibility criteria or assessment criteria.



Barrier Buster Grant Eligibility Criteria

Access4All Barrier Buster grant applications must meet the following eligibility criteria. Applications not meeting these criteria will not be considered for review.

I. Application Submissions

To be eligible for review, an application must:

- Be submitted by **March 31, 2017**
- Be complete (no missing fields)
- Request no more than the maximum grant amount of up to \$30,000 (Infrastructure Improvement – up to \$20,000; Awareness Event – up to \$10,000)
- Include the following attachments:
 1. A letter of authorization from the property owner, landlord, or lessor of the proposed Infrastructure Improvement site
 2. A letter of support from an independent third party endorsing the project (e.g. School Principal, community member, MLA)
 3. Budget for the Infrastructure Improvement (must use template provided by RHF)
 4. Budget for the Awareness Event (must use template provided by RHF)
 5. Quote for at least one cost related to the Infrastructure Improvement (e.g., materials, supplies, equipment or professional fees)
 6. Quote for at least one cost related to the Awareness Event (e.g., food & beverage, equipment rental, entertainment or promotional materials)

II. Applicants

To be eligible for the Barrier Buster grant, the applicant must:

- Be based in Canada
- Be a qualified donee as defined by the Canada Revenue Agency: A qualified donee is an organization that can issue official donation receipts for gifts it receives from individuals and corporations. It can also receive gifts from registered charities.



A qualified donee can include:

- a registered charity, including a registered national arts service organization (e.g., places of worship, not-for-profit daycares)
- a registered Canadian amateur athletic association
- a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged (e.g., senior care housing)
- a registered Canadian municipality (e.g., City of, District of, Village of)
- a registered municipal or public body performing a function of government in Canada (e.g., First Nations, park authorities, school districts)
- Her Majesty in right of Canada, a province, or a territory
- Universities and colleges

See other qualified donees listings:

<http://www.cra-arc.gc.ca/chrts-gvng/qlfd-dns/qd-lstngs/menu-eng.html>

Ineligible recipients include but are not limited to:

- Non-Canadian organizations
- Individuals
- For-profit entities
- Crown corporations and entities that are controlled by the federal and provincial government

III. Project Activities

A. Infrastructure Improvement

To be eligible for a Barrier Buster grant, the proposed **Infrastructure Improvement** must:

- Be located in Canada
- Result in tangible, permanent, and improved accessibility to a public space meeting the needs of people with disabilities
- Directly impact people with disabilities (mobility, vision, and/or hearing challenges)
- Meet legislated building standards and code
- Be completed by **December 31, 2017**



B. Awareness Event

To be eligible for a Barrier Buster grant, the proposed Awareness Event must:

- Celebrate and showcase the Infrastructure Improvement made as part of the Barrier Buster project
- Promote the values and awareness of access and inclusion to the community
- Include an official “ribbon cutting” or “ground breaking” activity and presentation
- Include the installment of a permanent plaque (template to be provided by RHF) for the Infrastructure Improvement site
- Be documented with photographs (and video where possible) that are submitted to RHF within 24 hours of the event via access4all@rickhansen.com
- Acknowledge (in a combination of speeches, on-site banners, collateral, invitations, applicant’s website, and social media) the following:
 - Funding from RHF with participation of the Government of Canada in both English and French
 - RHF Access4All Canada 150 corporate sponsors and partners
 - How the project has and will help people in the community and the importance of Accessibility
- Be completed by **January 31, 2018**

IV. Expenses

A. Infrastructure Improvement

The following **Infrastructure Improvement** expenses are eligible under the Barrier Buster grant:

- Materials, supplies, and equipment to complete the proposed Infrastructure Improvement
- Professional fees for technical personnel, consultants, and contractors to undertake the surveying, design, engineering, manufacturing, installation, or construction of the proposed Infrastructure Improvement

The following **Infrastructure Improvement** expenses are NOT eligible under the Barrier Buster grant:

- Purchase of real estate
- Lease of real estate
- Routine repair or maintenance of buildings

B. Awareness Event

The following **Awareness Event** expenses are eligible under the Barrier Buster grant:

- Food and non-alcoholic beverages
- Entertainment
- Furniture, AV and equipment rental
- Videographer/photographer
- Promotional materials and signage
- Event planning services
- Sign language interpreters
- Media and PR outreach
- Security
- Insurance
- Licence and permits
- Plaque for Infrastructure Improvement

The following **Awareness Event** expenses are NOT eligible under the Barrier Buster grant:

- Alcoholic beverages or liquor permits
- Illegal substances
- Gifts, payments for recognition, or prizes

C. Other

The following expenses related to the **Barrier Buster Project** are NOT eligible under the Barrier Buster grant:

- Expenses incurred before the date of the Award Letter issued
- Expenses that do not have corresponding receipts submitted in the Final Report
- Salaries or other benefits for employees of the recipient
- Overhead expenditures unrelated to the Barrier Buster project
- Consultation and preparation of the grant application
- Raising additional funds for the Barrier Buster project
- Training
- Expenses normally funded by existing government programs or insurance
- Expenses that are eligible for a rebate
- Subsidizing costs of a 'for-profit' business
- Financing charges and interest
- Legal fees, fines and penalties

NOTE: An activity or expense may still be eligible under the Barrier Buster grant if it is directly linked and/or incremental for the successful implementation of a project, and RHF has provided written approval in advance.

Sample Barrier Buster Projects



Here is a list of Barrier Buster projects, grouped into some common categories. We encourage you to do multiple accessibility upgrades within a single category or mix and match based on your accessibility needs to create the greatest impact in your community and also maximize your funding potential.

Your project could help people with the following disabilities:

 **Mobility**  **Vision**  **Hearing**

Accessible Parking



Designate accessible parking spaces for individuals with a disability to make it easier for them to gain access to the building.

Improvement ideas:

Designate and label (include vertical and pavement signage) parking spaces with appropriate dimensions and design, located near building entrance.



Repave or repair the designated parking space surface to ensure it is level, stable, firm and slip-resistant.



Add a shelter to provide protection from weather.



Construct a dedicated curb ramp near the designated space to allow convenient access to the accessible route.



Add a marked crossing connect designated parking to closest sidewalk.



PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> • Property Manager • Painters • Code Consultant • Construction Contractor 	<ul style="list-style-type: none"> • Parking Stall (per single line/stripe): \$4-\$5 • Accessible Stall (symbol w/ blue box): \$25-\$35 (horizontal signage vs. vertical signage) • Crosswalks (white & blue): \$35-\$75 • Repaving: \$1,000-15,000 • Curb ramp: \$10,000-\$20,000 	<ul style="list-style-type: none"> • Average Parking Painting Costs • City of Brampton Accessible Parking dimensions (p.8 & 9) • ADA Accessible Parking Fact Sheet














Drop-Off/Pick-Up Zone



Create safe and accessible spaces for individuals to rest and wait for transportation.

Improvement ideas:

<p>Construct the drop-off/pick-up zone with appropriate markings and level, flat, no slip surface.</p> <p> </p>	<p>Add seating for people to rest while waiting.</p> <p> </p>
<p>Add shelter to protect from weather.</p> <p> </p>	<p>Add signage for easy identification.</p> <p>  </p> <p>Install adequate lighting for safety.</p> <p> </p>

PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> • Site or building owner • City planning agency 	<p>\$10,000-20,000+</p>	<ul style="list-style-type: none"> • UN Accessibility


Exterior Access




Help make it easier for individuals with a disability to get to and from a building. Consider building

Improvement ideas:



Construct an accessible route that provides access to the main entrance and integrates aesthetically with the building architecture.




Convert old steep ramps into sloped walkways to encourage inclusion and integration



Provide 2 handrails in contrasting colour install stairs.

Ensure there is a level landing at the top and bottom of all ramps. Note: Longer ramps may require additional landings



PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> • Building owner • Property manager • Architect/engineer • Builders/general contractors • Code consultant • Ramp specialist 	<p>\$500-\$20,000+</p>	<ul style="list-style-type: none"> • Cost to build accessible ramp

Elevator or Lift

Make sure individuals are able to access all rooms and floors in a building freely and easily.

Improvement ideas:

Install an elevator and provide for any structural retrofit of the building that is necessary.



Install a platform lift and provide for any structural retrofit of the building that is necessary.



PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> • Building owner • Property Manager • Architect/Engineer Builder/General contractor • Code Consultant • Elevator/lift company 	<p>Approximately \$20,000-\$70,000+ for elevator/lift plus labour and design (depending upon the level of finish).</p>	<p>Elevator or Lift Installation</p>



Power-Operated Entrance and Interior Doors



Improvement ideas:

Install power-operated doors on entrance door and other high traffic doorways.



Including emergency power, so the door can be an emergency exit door.



PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
Licensed contractor	<ul style="list-style-type: none"> • Approximately \$1,800-\$2,400+ for an power door • Approximately \$20-\$40 per offset hinge • Average cost per threshold: \$70-\$90 • Average cost for accessible hardware: \$20-\$200+ per lever 	<ul style="list-style-type: none"> • Adaptive Access Offset Hinges • Cost of transition strips

Accessible Washrooms and Showers

Lower or automate various washroom amenities to ensure they are accessible for individuals of all ages and abilities.

Improvement ideas:

Construct an accessible washroom or stall.



Construct an accessible shower.



Provide an adjustable height adult change table.



Develop a ‘no-touch’ washroom. Power doors, faucets and paper towel dispensers are easier for everyone and can reduce the infection rate by as much as 80%.



PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> • Building owner • Property Manager • Code consultants • Building professionals 	<ul style="list-style-type: none"> • Average Grab Bar Cost: \$95 - \$200 • Automatic Faucets: Average total cost per sink/faucet: \$290-\$1,000+ • Average total cost for Under Sink Piping Protectors (each) \$11-\$60+ • Average total cost per automatic flushing toilet: \$350-\$1,000+ • Average total cost per accessible toilet paper dispenser: \$80-\$130+ • Average total cost per accessible door lock: \$75-\$150+ • Average total cost per accessible door latches: \$13 + • Average total cost per accessible door pulls: \$35 + • Average total cost per automatic soap dispenser: \$20-\$100+ • Average total cost per automatic hand dryers: \$900+ 	<ul style="list-style-type: none"> • Bradley Corp ADA Washroom Standards • Cost to install grab bar • Cost of automated sinks and toilets: Quora, Home Advisor • ADA compliant door handles

Accessible Play Spaces

Create play spaces which encourage participation and interaction amongst all children. A combination of active play and rest spots benefits both children and parents/caregivers who supervise them.



Improvement ideas:

Install play equipment with tactile surfaces, ramps, accessible swings which incorporates texture, contrasting colours, and sounds.



Add a sheltered, accessible picnic table or rest area.



Construct an accessible pathway to play spaces with a level, flat, no-slip surface.








PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> School Administrator Architect/Engineer Code consultant Builder/General contractors Playground Specialists (i.e. equipment or surfacing) 	<p>\$100,000-\$200,000+; playground surface= \$6.59/sq ft-\$19.90/sq ft (depending on type of surface material) + installation</p>	<ul style="list-style-type: none"> Rick Hansen Foundation: Guide to Accessible Play Spaces Rick Hansen Foundation: Accessible Playground Case Studies Accessible Play Surfaces Comparison of Accessible Playground Surfaces

Parks, Trails, and Marine Access

Design parks, trails, and marine areas to be enjoyed by individuals of all ages and abilities. Consider the accessibility and safety of routes and pathways, as well as how individuals may use amenities and rest areas.

Improvement ideas:

<p>Add smooth-surface pathways to make amenities such as docks, beaches, and trails more accessible.</p> 	<p>Add a sheltered, accessible picnic table or rest area.</p>  <p>Aromatic gardens with braille/raised lettering signage.</p> 	<p>Add tapping rails along paths to allow visually impaired users with canes to navigate safely around and towards signs.</p> 	<p>Install tactile and audible landscaping/wayfinding, including using landmarks such as water features, sculptures and sound.</p> 
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PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> • Architect • Engineer • Consult Independent Professionals as required by your local code. 	<p>Accessible picnic tables and accessories - \$500+</p>	<ul style="list-style-type: none"> • Access Forward Ontario • City of Toronto

Access to Learning, Information, and Culture



Ensure information is presented in formats that can be consumed by all. Install assistive technologies to allow individuals of all abilities to fully participate in a space.

Improvement ideas:













<p>Adjustable chairs – mixture with and without arms - desks that are adjustable.</p> 	<p>Information/materials made available in alternative formats.</p> 
<p>Screen reader software on PCs.</p> 	<p>Install task lighting to provide additional light for reading or other specific activities.</p> 
<p>Install Induction loops in educational and cultural facilities to transmit quality sound and reduce background noise.</p> 	

PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> Office Manager Furniture manufacturer 	<p>Approximately \$700-\$900+</p>	<p>CNIB Handy Tools for Work and Life</p>

Accessible Kitchen

Consider lowering or automating counters and appliances to ensure they are accessible and easy to operate for individuals of all abilities.

Improvement ideas:

Counters at different heights – 32", 36", 42". 	Lowered/or variable height sinks with roll-under space. 	Counter space in front of all appliances. 	Automated or touch faucets.  
Variety of seating and tables with rounded corners.  	Raised dishwasher (6"). 	Power outlets in front of counter.  	Power-operated entrance door.  

PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> Architect Engineer Consult Independent Professionals as required by your local code. 	<ul style="list-style-type: none"> Raised dishwasher (6") \$700+ Power-operated entrance door \$1,000+ 	<ul style="list-style-type: none"> Canada Mortgage and Housing Corporation University of Southern Mississippi



Emergency Response



Visual and audio emergency warning systems are critical to ensure the safety of all individuals. Consider how an individual with a disability can quickly and easily exit a building to a safe gathering place.

Improvement ideas:

Add visual fire/emergency alarms throughout the building.



Post emergency evacuation instructions with diagrams, clear text, and in Braille at an accessible height.



Install an emergency evacuation chair in all emergency exit areas.



Ensure emergency equipment, fire pulls, extinguishers, etc. are at an accessible operating height.



PROFESSIONALS TO CONSULT	SAMPLE COSTS	ADDITIONAL RESOURCES
<ul style="list-style-type: none"> Property Manager Code consultant 	Average cost for visual alarm system (strobes)=\$45-160 +	<ul style="list-style-type: none"> Fire Alarm Systems Strobe Alarm Application Guide Visual Audio Alarm