1. CALL TO ORDER

Call to Order – 3:34 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish), Selíl̓witulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Accessibility Fund Committee Composition

VP Student Services *(Chair)* ....Christina Loutsik
Board of Directors Representative ....Jennifer Chou
Board of Directors Representative ....Emerly Liu *(via phone)*
At-Large Representative .... Maneet Aujla
At-Large Representative .... Rayhaan Khan
Student At-Large...Serena Bains
Student At-Large...Vivian Ly
Student At-Large... Anastasiia Lozitskaia
Student At-Large...Mikaela Basile *(via phone)*

3.2 Society Staff

Campaigns, Research, & Policy Coordinator ....Sarah Edmunds
Administrative Assistant...Kristin Kokkov
Executive Assistant...Shaneika Blake

3.3 Regrets

Student At-Large...Serena Bains

3.4 Absent

Student At-Large...Vivian Ly
Student At-Large...Anastasiia Lozitskaia

4. RATIFICATION OF REGRETS

4.1 MOTION AFAC 2019-11-06:01

Rahyaan/Maneet
Be it resolved to ratify regrets from Serena Bains.
CARRIED

5. ADOPTION OF THE AGENDA

5.1   MOTION AFAC 2019-11-06:02
Rahyaan/Maneet
Be it resolved to adopt the agenda as presented.
CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1   MOTION AFAC 2019-11-06:03
Rahyaan/Jennifer
Be it resolved to receive and file the following minutes:
- AFAC 2019-10-23

CARRIED

7. DISCUSSION

7.1   Re-use for good kits
- There will be straws of different materials – silicon, paper, metal etc.
- They will be available in the places that are open 24/7 – the dining hall for example;
    o   Some will be at SFSS Board office;
- There will be an information card describing the material what the straws are made of – for people with allergies.
- The straws are for accessibility students who need straws and cannot use the ones that are provided by regular vendors.

7.2   Accessibility Policy Appendix C
- There is a suggestion to create an accommodation request form with vendors list for booking accommodations for Board meetings, AGM, etc.
- The policy will come in operation maximum 1 year after it will be approved

7.3   Accessibility Policy Appendix D
- The Accessibility Fund Grant Request Form
    o   It is suggested that the guidelines for filling up the form are updated
        ▪   Several points in the form are not necessary and can be removed.
- There is a question if it is necessary to fill out everything when applying for the grant.
    o   Not everything needs to be filled out;
    o   It is suggested to star the important parts.
- There is a 'submit' button on the form – it is suggested to take this off, because it does not work.

Emerly Liu left at 3:55 PM
- It is asked if there is a need to include the 'for office use only' section at the back of the form.
    o   It is suggested to decide this at the next meeting.
- It is proposed to delete the section saying 'I'm an undergraduate student', because it is available only for undergraduate students

* Rayhaan Khan left at 4:02 PM*

- It is decided to create a Google document for editing.

8. ATTACHMENTS

- SFSS Accessibility Policy v2.pdf

9. ADJOURNMENT

9.1 MOTION AFAC 2019-11-06:04
Maneet/Jennifer
Be it resolved to adjourn the meeting at 4:05 PM.
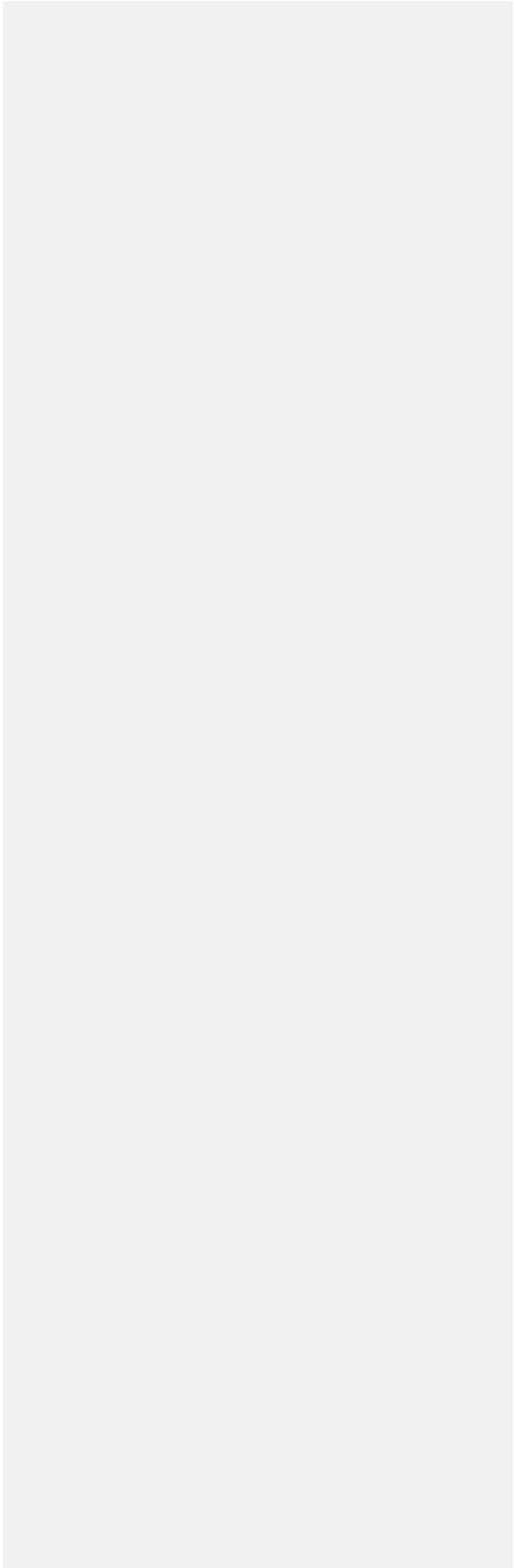**CARRIED**

SFSS Accessibility Policy

Date

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Date

Policy Coming-into-Force Date

The SFSS Accessibility Policy shall come into force one year after it is approved by the Simon Fraser Student Society Board of Directors.

Date

Policy Review and Approval Process

This policy shall be reviewed annually or upon significant changes to the organisation.

Where no change is required, the Board President and Executive Director (ED) shall sign the policy indicating it has been reviewed. No changes shall be made to this policy without considering the impacts of those changes on people with disabilities.

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed in the following way:

1. The office responsible for the policy outcome shall propose amendments to the ED.
2. The ED shall review the proposed changes with the department head.
3. Where deemed acceptable, the proposal shall be submitted to the Accessibility Fund Advisory Committee for comment, review, and approval.
4. Where deemed acceptable by the AFAC, the proposal shall be submitted to the Board of Directors or Executive Committee for review and approval.
5. Any new, amended, or repealed policy shall be signed by the ED and the Board President or designate.

Date

Policy Statement

The SFSS Accessibility Policy (hereafter referred to as the "Policy") establishes a framework for compliance with the Simon Fraser Student Society (SFSS) commitment to **accessibility**.

The SFSS is committed to preventing, reducing and removing **barriers** to accessibility for all **SFSS members**, staff, guests and other visitors through our service and resource provision, including through representation and advocacy efforts. The SFSS shall strive for **universal design** wherever possible, providing or facilitating **accommodations** in a timely, respectful and confidential manner in other instances.

Purpose

The purpose of this policy is to establish accessibility standards in the areas of communication & information, physical space, customer service, events & meetings and employment & training.

Application & Scope

The Policy applies to SFSS staff, Board of Directors, Board Committees, and Student Council, in the areas of SFSS spaces, communications, services and events and meetings. SFSS Student Unions, constituency groups, and clubs are not subject to these policies, but are encouraged to follow them in the interest of inclusivity. Employment and training policies only apply to SFSS staff. This policy is intended to reduce barriers to people with any disability or disabilities, and uphold the *BC Human Rights Code* as it pertains to people with disabilities.

Principles

The fundamental principles underlying this policy include:

- Freedom from discrimination,
- Respect for diversity of ability,
- Respect for dignity and independence through ensuring accommodations meet the unique needs of the person requesting them, while also striving for universal design for all persons,
- Respect for a person's need for accommodation, regardless of whether their disability is apparent,
- Respect for privacy and confidentiality,
- Shared accountability, and
- Universally accessible post-secondary education.

Accessibility Fund Advisory Committee

Please see the SFSS Board Policies – Appendix 2: Board Committee Structure – Accessibility Fund Committee for more details of the role of this committee in ensuring an accessible SFSS.

Date

General Requirements

The Policy shall be made available on the **SFSS website**.

The SFSS has procedures in place to receive and respond to feedback. Feedback on the accessibility of SFSS communications, services, spaces, events and meetings are welcomed and shall be incorporated into the continuous improvement of the Policy. Feedback may be provided via telephone, email, in person, or other method and shall be accessible to people with disabilities through the provision of accessible formats and communication supports upon request.

Feedback, including questions, comments, or concerns about this policy may be directed to the SFSS Accessibility Fund Advisory Committee (AFAC) at **afac@sfss.ca**.

When **conflicting access needs** arise, the SFSS shall make decisions on a case-by-case basis, and strive to accommodate all parties.

Communications & Information Standards

The SFSS is committed to meeting the communication needs of people with disabilities. Upon request, the SFSS shall provide or arrange for the provision of **accessible formats** and **communication supports** for people with disabilities in a timely manner if requests through the **Accessibility Fund Grant** are received within the posted deadline, if applicable. The suitability of an accessible format or communication support shall be determined by consulting with the person making the request.

If the SFSS determines that information or communications are unconvertible, it shall provide the person requesting the information or communication with an explanation as to why the information or communications are unconvertible. The SFSS shall educate staff that interact with students on how to communicate with people with different disabilities.

Website
The SFSS website, which is controlled both directly by the SFSS and through a contractual relationship, shall conform to the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0 at Level AA.

Emergency Information
Any emergency procedures or plans made available to all SFSS members or available in SFSS-controlled spaces, shall be provided in an accessible format or through the use of communication supports, as soon as practicable, upon request.

Events & meetings
For all applicable SFSS events or meetings, the SFSS shall use social media and/or the **SFSS website** to communicate the following:

- Description of the Space
- Map of the Space

- Detailed Physical Access Guide
- Guest Guidelines

Physical Space Standards

The SFSS strives to make SFSS-controlled physical spaces accessible to everyone. Where barriers cannot be removed, a **Description of the Space** shall provide information on the barriers. A **Detailed Physical Access Guide** and **Map of the Space** will be provided on the **SFSS website** in order to assist people with disabilities in accessing our physical spaces.

Customer Service Standards

The SFSS is committed to serving all of its members, including people with disabilities, in a way that respects their dignity, autonomy, and specific needs.

Accommodations

Accommodations may be requested by or on behalf of people with disabilities by SFSS student unions, constituency groups and clubs through the **Accessibility Fund Grant**. The use of assistive devices, assistive technology, support persons and service animals shall be accommodated when a person with a disability is obtaining an SFSS service. It is the responsibility of the person using the assistive device, technology, support person or service animal to ensure the support is operated and/or controlled in a safe manner at all times. Exceptions may occur in situations in which the support may pose a risk to health and safety of the person with a disability, or others in the space. For example, where an assistive device could put the user at risk due to its condition, another option will be discussed with the user.

Fees

People with disabilities shall not be charged more to access SFSS services than any other SFSS member.

Notice of Temporary Service Disruptions

The SFSS shall provide notice of disruptions to the following services:

- Food Bank Program
- U-Pass BC
- Health and Dental*
- Grants
- Free Legal Clinic
- Surrey Campus Services and Resources
- Out on Campus
- Women's Centre

*contingent on Studentcare Health and Dental reporting service issues to the SFSS

Date

Event & Meeting Standards

The SFSS is committed to making events and meetings accessible to all members, including people with disabilities, so all members can participate in and engage with the SFSS.

Scope

This standard applies to the following meetings and events:

- Board of Directors meetings and events,
- Accessibility Fund Advisory Committee meeting and events,
- Annual General Meeting,
- SFSS general election debates, and
- Other SFSS-hosted events.

Assistive devices

Assistive devices are available upon request through the **Accessibility Fund Grant**. Please see **Appendix A: Communication Supports** for more details.

Accessible formats

The SFSS shall provide meeting agendas for Board and Annual General Meeting (AGM) meetings in the **SFSS standard accessible format**. Accessible formats for other documents, and additional styles of accessible formats, including Braille documents, are available upon request through the **Accessibility Fund Grant**.

Support persons

When an admission fee applies, a support person shall be permitted to attend at no charge when they are assisting a person with a disability.

Service animals

A water dish for service animals shall be available, upon request. The closest outdoor area for the animal to relieve itself shall be indicated on the relevant map. Reference definition. Get legal advice , should include in policy.

> **Commented [DC3]:** Does this section also include comfort animals? If so, you may want to include that in this section. Also, if it is not apparent that the animal is a a service/comfort animal, do SFSS have the right to ask for proof?

Employment & Training Standards

The SFSS has procedures for employment and training standards, including customer service training, for SFSS staff.

> **Commented [SSS4]:** (Update staff SOPs or operation/personnel policies; see Accommodation Policy for People with disabilities)

The SFSS Board of Directors orientation shall include training on understanding disabilities, accommodations, how to communicate with people with disabilities, inclusive language, and this Policy. Incoming Board members shall be informed of the SFSS commitment to recruiting and welcoming people with disabilities to the Board, and the SFSS commitment to serving people with disabilities.

Appendix A: Definitions

Accommodation: The process by which suitable arrangements are made for people with disabilities, determined on the basis of information provided by the individual[1]. The onus is on the person with the disability to disclose their needs.

Assistive technology or assistive device: An umbrella term that includes assistive, adaptive, and rehabilitative devices or software for people with disabilities[2]. It includes the process used in selecting, locating, and using these devices and software. Assistive devices may include **communication supports**.

Accessible formats: May include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by people with disabilities[3]. The **SFSS standard accessible format** is:

- White background with black text
- Sans Serif (Calibri or Arial) font
- Font size 24

Barrier: Anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice[4].

Communication supports: Include but are not limited to sign language (such as American Sign Language interpretation), plain language and other communication supports that facilitate effective communication, such as closed captioning services (e.g. Communication Access Realtime Translation, or CART), audio and video casting (e.g. webinars, webcasting, livestreaming) and amplification (e.g. microphones, FM systems).

Conflicting access needs: When the accessibility needs of more than one person do not work together. For example, a person with low vision who requires bright lighting versus a person who has a light sensitivity that requires dim lighting.

Disability:
a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech

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[1] University of Toronto Accessibility Services, 2019.

[2] Development Disabilities Association, "Assistive Technology". https://www.develop.bc.ca/about-us/assistive-technology/

[3] O. Reg. 191/11: Integrated Accessibility Standards

[4] Accessibility for Ontarians with Disabilities Act, 2005

impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

b) a condition of mental impairment or a developmental disability,
c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
d) a mental disorder.

Mobility aid: A device used to facilitate the transport, in a seated posture, of a person with a disability[5].

Mobility assistive device: A cane, walker or similar aid[6].

Service animal: May be a service dog, as defined in the *Guide Dog and Service Dog Act*, SBC 2015, or a therapy or emotional support animal that can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as a vest or harness worn by the animal[7].

SFSS member: A Simon Fraser University student who is currently registered in an undergraduate course or program and has paid all relevant fees, fines and penalties levied, as per SFSS By-Law 2.

Support person: Means, in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities[8].

Universal design: A design that works for everyone. It includes the expansion of current design parameters to be inclusive of a broader range of user, regardless of their age or size or those who have any particular physical, sensory, mental health, or intellectual ability or disability[9]. Universal design puts the onus on the group offering the service, rather than the person with the disability.

Appendix B: Accessible Events Checklist

SFU Inclusive Events Checklist

> **Commented [SSS5]:** How can we incorporate this into our policy and practice?

Appendix C: Accommodation Request Form

For accessibility accommodations at SFSS Events and Meetings.

> **Commented [SSS6]:** Suggestion to create a form, so staff can book certain accommodations for Board meetings, AGM, etc. and have preferred vendors list

Appendix D: Accessibility Fund Grant Request

Students with disabilities and any SFSS group event organizer can use the Accessibility Fund, available by applying for a grant using the Accessibility Fund Grant Request Form to increase accessibility and remove

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[5] AODA, 2005
[6] AODA, 2005
[7] O. Reg. 191/11
[8] O. Reg. 191/11
[9] Jenny Blome, Manager of Accessibility Services for the Rick Hansen Foundation

Date

barriers to participation in Society activities for students with disabilities. Funds can be used to pay for communication supports, accessible formats, or other assistive devices, among other things.

Appendix E: SFSS Event & Meeting Accessibility

Links to:

Description of the Space

The Description of the Space will provide an overview of the physical meeting space, e.g. where to find things, seating, format of the meeting or event, and any accessibility barriers in the space.

Map

The Map features the 2000 level of Maggie Benston Centre (MBC), where the two locations for Board Meetings, MBC Conference Rooms and the Forum Chambers, are located.

Detailed Physical Access Guide

The Detailed Physical Access Guide will provide information on the following, with regards to SFSS spaces:

1. Vehicular Access (including passenger zone and public transit)
2. Exterior Approach and Entrance
3. Interior Circulation
4. Interior Services and Environment
5. Sanitary Facilities
6. Signage, Wayfinding, and Communications
7. Emergency Systems

This guide should be used in tandem with the Map.

Guest Guidelines

Guest guidelines will provide policies for guests to follow in order to participate in SFSS meetings and events. These guidelines ensure inclusivity for all members of the SFSS.

Commented [SSS7]: Provide links to these documents once they are uploaded to the Accessibility tab on the SFSS website