

1. CALL TO ORDER

Call to Order –10:03 AM

2. TERRITORIALACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy əm (Musqueam), Sk̓w̓x̓ wú7mesh Úxwumixw (Squamish), Seł íl wítlh (Tsleil-Waututh), k^wík^wə ʔəm (Kwkwetlem) and 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 Life (<i>Chair</i>).....	Jennifer Chou
VP Student Services.....	Matthew Provost
Board of Directors Representative	Emerly Liu
Board of Directors Representative	Phum Luckkid
Student At-Large	Jillian Sloane
Student At-Large	Serena Bains
Student At-Large	Vivian Ly
Student At-Large	Spencer Chen

3.2 Society Staff

Campaigns, Research, & Policy Coordinator	Sarah Edmunds
Administrative Assistant	Somayeh Naseri
Transition Manager	Lawrence Jones

3.3 Regrets

Student At-Large.....	Spencer Chen
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4. ADOPTION OF THE AGENDA

4.1 MOTION AAC 2020-09-15: 01

Jennifer/Vivian

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED Unanimously

- Ratification of Regrets: Added section 6.1 to ratify regrets from Spencer Chen
- Discussion: Added section 7.4 discussion item about the accessibility bursary updates

5. NEW BUSINESS

5.1 ACCESSIBILITY FUND FOR THE SELF ADVOCACY DURING COVID-19– MOTION ACC 2020-09-15: 02

Matthew/Vivian

Be it resolved to approve \$1,350 from the Accessibility Fund for the Self Advocacy during COVID-19 event hosted by SFU Disability and Neurodiversity Alliance.

CARRIED Unanimously

- SFU Disability and Neurodiversity Alliance Event
 - How to self-advocate during the covid-19 pandemic
- Event details: <https://www.facebook.com/events/314533186538910>
- CART (live captioning) and ASL interpretation requested
 - ASL costs \$500
 - CART costs \$850
 - Total: \$1,350
- The above-mentioned cost estimate is the maximum, it might be slightly less

6. RATIFICATIONS OF REGRETS

6.1 MOTION AAC 2020-09-15:03

Vivian/Emerly

Be it resolved to ratify regrets from Spencer Chen.

CARRIED Unanimously

7. DISCUSSION

7.1 Accessibility Grant Application Form

- Updated form with comments:
<https://drive.google.com/file/d/15A6kxCYsRoIqnvLwsiY2P9nsnnVK6IGL/view?usp=sharing>
- Action item: need to make more edits
- Discussed how accessible the form was for a screen reader
- Currently it is visually appealing with tables, but it may not be compatible with a screen reader
- There is a way to make a Word document fillable, like a PDF so it can be easier for screen readers: <https://support.microsoft.com/en-us/office/create-forms-that-users-complete-or-print-in-word-040c5cc1-e309-445b-94ac-542f732c8c8b>
- Making documents accessible for screen readers to fill out:
<https://www.dor.ca.gov/Content/DorIncludes/documents/DisabilityAccessServices/Creating-Accessible-Forms-in-Word-and-PDF-rev-062016.pdf>
- Bring back to committee after edits
- Make sure to state which document is better for a screen reader on the SFSS website once it is published

7.2 Accessibility Audit

- Compiled list of potential auditors:
<https://drive.google.com/file/d/1XNo52qi9zHvHQ Pee9vmgSgcF66DKrlLH/view?usp=sharing>
- At this time, it is not safe to do an in-person audit because of the COVID-19 pandemic
- In-person audit would be delayed in the Spring 2021 semester, because the Board passed a motion to keep the SUB closed until November 1st, then will decide what to do going forward
- Once the safety plan has been established it should be shared with the auditor who can decide whether they are comfortable with coming to the SUB
- Potential option:
 - Have a remote audit done for now, and do an in-person one later

- Action item: reach out to different possible external auditors to ask about a remote and in-person audit, their pricing, and what kinds of disabilities they have in mind when doing audits.
- Action item: email the SUB Building Manager, John, to see if signage in the SUB has Braille.

7.3 Accessibility Bursary Updates

- Briefing note (from a few meetings ago, with additional comments):
<https://drive.google.com/file/d/1E37Art4IvW6aKfIfB68wxNjVP-toePWt/view?usp=sharing>
- Went over some of the research that the SFSS Campaigns, Research, and Policy Coordinator, did on accessibility bursaries
- The bursary working group will be meeting up soon to discuss details like eligibility and amount of funding
- Undermining current services
 - Issue of making sure the bursary does not interfere with or undermine current services being offered, like U-Pass (transportation) and funding from student groups
 - AAC committee can point people to additional resources such as the general accessibility fund for grant requests
 - Important to note that the U-Pass coverage by Translink does not cover additional transportation costs for disabled students
- Potential solution to making sure the bursary does not interfere
 - Do not state all examples of what the bursary can be used for in the application
- Make it general: what are the barriers students face in campus activities?
 - Do not need to list all possibilities
 - Give some examples of what people have applied for in the past for other universities
 - Dalhousie Student Union's bursary takes the general approach, so students can add as much or as little detail as they want: <https://www.dsu.ca/student-accessibility-bursaries>
- Difference between bursary and accessibility grant funding
- Bursary
 - Focuses on housing and tuition, and students can use the funding as they see fit
 - Most of the time, bursaries have a one-time deadline (but this is not always the case)
 - Tied to the student (student uses for many different services)
- Grant
 - For specific things like events, projects, and capital purchases
 - Rolling basis. We take in applications as they come in
 - Tied to a specific event or service
- Making a more comprehensive grant
 - There was an option of making the grant more comprehensive and broader, so it covers more things instead of creating a separate bursary
 - Bursaries would be tied to the student while grants are tied to events, purchases, and services
 - Sometimes it might be difficult for the student to submit separate grant requests for the different services they need

- Self-disclosure
 - It was mentioned that SFSS should avoid forcing people to disclose their disability
 - A general approach where students can disclose their disability if they wish is preferred
 - If they identify a barrier, that should be enough to apply for the bursary

8. ATTACHMENTS

- Grant Request from SFU DNA
- Accessibility Grant Application Form - Updated
- Accessibility Audit Compiled Resources

9. ADJOURNMENT

9.1 MOTION AAC 2020-09-15:04

Serena /Vivian

Be it resolved to adjourn the meeting at 11:11 AM

CARRIED Unanimously

SFSS ACCESSIBILITY GRANT APPLICATION FORM

You can use funds from the accessibility grant for one-time purchases, accessibility services for events, and short-term accommodations.

Please note that the SFSS requires at least 10 working days (excluding submission and event day) to process Accessibility Grant requests.

Retroactive reimbursements (submitting a request for funding **after** an event has happened) **are not possible**. Please refer to the SFSS [Accessibility Granting Guidelines](#) for more information.

Please email your completed application or any questions to aac@sfss.ca

1. APPLICANT INFORMATION

Name:	Student Number:
SFU e-mail:	Phone:

Please fill out the following fields only if it is applicable to your request.

Event Date(s):
Event Start and End Times:
Event Location:
Name of SFSS Group:
Name of SFSS Event or Project:

2. TYPE OF APPLICATION

2.1: I am requesting the accessibility supports:

For an event I am organizing

For an event I am attending

Other: _____

If you are requesting accessibility supports **for an event you are organizing or attending:**

2.2: Please provide a brief description of the event or activity. Include any barriers or concerns that you are trying to mitigate.

2.3: Please list any other groups that will be hosting or attending the event. Include any guest speakers.

3. ACCESSIBILITY GRANT REQUEST DETAILS

3.1: For event organizers: have you consulted the [Accessible Event Planning Checklist](#) to identify other aspects of your event that can be made more accessible? Yes
 No
 N/A

3.2: Please select the services and supports you would like **the SFSS to book for you.**

This means that the SFSS will book and pay for the services and supports, so you will not be spending money out of pocket.

Accommodation	Quantity	Total Price
<input type="checkbox"/> Wheelchair-Friendly Venue		
<input type="checkbox"/> Scent-Reduced Event		
<input type="checkbox"/> Reduced Fluorescent Lighting		
<input type="checkbox"/> Additional Quiet / Sensory-Friendly Room		
<input type="checkbox"/> Food Accommodating Dietary Restrictions		
<input type="checkbox"/> Sign Language (ASL/LSQ) Interpreters		
<input type="checkbox"/> Deaf Blind Interveners		
<input type="checkbox"/> Oral Interpreters		
<input type="checkbox"/> Captioning Services (CART)		
<input type="checkbox"/> Assisted Listening Device		
<input type="checkbox"/> Language Translation		
<input type="checkbox"/> Materials in Braille		
<input type="checkbox"/> Materials in Large Print		
<input type="checkbox"/> Mobility Instructors		
<input type="checkbox"/> Plain Language		
<input type="checkbox"/> Visual supports		
<input type="checkbox"/> Communication Badges		
<input type="checkbox"/> Pronoun Badges		
<input type="checkbox"/> Stim Toys / Fidgets		
<input type="checkbox"/> Support Person / Care Attendant		
<input type="checkbox"/> Child Care / Elder Care		
<input type="checkbox"/> Compass Transit Tickets		

<input type="checkbox"/> Parking Pass		
<input type="checkbox"/> Alternative Seating (E.g. cushion, armless)		
<input type="checkbox"/> Other:		
Total		

3.3: Please indicate the supports and services **you will be booking yourself**. Please include documentation of the projected costs with your application.

This means that you will pay for the services and supports out of pocket, and the SFSS will reimburse you at a later date.

Accommodation	Quantity	Total Price
<input type="checkbox"/> Wheelchair-Friendly Venue		
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<input type="checkbox"/> Reduced Fluorescent Lighting		
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<input type="checkbox"/> Communication Badges		
<input type="checkbox"/> Pronoun Badges		
<input type="checkbox"/> Stim Toys / Fidgets		
<input type="checkbox"/> Support Person / Care Attendant		
<input type="checkbox"/> Child Care / Elder Care		
<input type="checkbox"/> Compass Transit Tickets		

<input type="checkbox"/> Parking Pass		
<input type="checkbox"/> Alternative Seating (E.g. cushion, armless)		
Other:		
	Total	

4. OTHER DETAILS

4.1: Please provide any other details you think may be relevant in considering this request.

FOR OFFICE USE ONLY

PROCESSING TIMELINE

Date received by Accessibility Designated Assistant	
Date submitted to the Member Services Coordinator – Clubs	
Date submitted to Accessibility Committee	
Date reviewed by Accessibility Committee	

DECISION

- Approved
- Not approved

ACCESSIBILITY COMMITTEE CHAIR

Name	Signature	Date

ADDITIONAL NOTES:

Accessibility Audit Compiled Resources

External Auditors

[Level Playing Field](#)

- Provides accessibility consulting services
- Helps organizations implement Universal Design principles and accessible best practices
- Collaborates with other key organizations, such as:
 - Canadian National Institute for the Blind
 - Deaf & Hear Alberta
 - Calgary Ability Network
 - Autism Society of Calgary
- Has a Rick Hansen Foundation Accessibility Certification Professional (RHFAC) on our team at LPF
- Has a branch in Vancouver

[q eli](#)

- Previously conducted accessibility audits for spaces at SFU, including:
 - SFSS Out On Campus
 - SFSS Women's Centre
 - SFPIRG
 - More info [here](#)
- Is available for an accessibility audit (and is local and Vancouver-based)
- Pricing: \$100 to \$250, with \$75 to \$150 for each additional hour
- Can provide consultation and input from a physical disability perspective and from a neurodiversity perspective

Shannon Ellis from [Universal Design Solutions](#)

- Is a Rick Hansen Foundation Accessibility Certification Professional
- Can do a Commercial Accessibility - Consultation for Rick Hansen Foundation Accessibility Certification (RHFAC)
- Focuses on residential accessibility though
- Is an occupational therapist (but unclear if Shannon has lived experience)



Jennifer Chou
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- Has a Certificate of Completion focused in Universal Design from University at Buffalo School of Architecture and Planning
- Is able to assess both existing and pre-construction commercial spaces for certification

Internal Audit Resource

Excel template

- Link [here](#)
- Allows you to rate things based on access categories like blind/low vision, Deaf, Hard of Hearing, or Other Audio Barriers, and so on
- You can leave comments as well
- Includes prompts to help you assess signage (whether it includes Braille, whether signage is visible)
- Other categories include:
 - Lighting
 - Vehicle and mobility scooter parking
 - Exterior access
 - Doors
 - Elevators
 - Stairs
 - Ramps
 - Hallways and floors
 - Water fountain
 - Emergency system
 - Seating
 - Environment (scent-reduction, animals, allergens)
 - Quiet space
 - Washrooms