

# 1. CALL TO ORDER

Call to Order – 11:03 AM

# 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk<sup>w</sup>xwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and qícəy (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 Advisory Committee Composition

VP Student Life ( <i>Chair</i> ).....	Jennifer Chou
VP Student Services( <i>Vice-Chair</i> ).....	Matthew Provost
Student At-Large.....	Vivian Ly
Student At-Large.....	Spencer Chen
Student At-Large.....	Serena Bains
Student At-Large.....	Jillian Sloane
Faculty Representative (Education).....	Emerly Liu
At-Large Representative.....	Phum Luckkid

## 3.2 Society Staff

Campaigns, Research, & Policy Coordinator.....	Sarah Edmunds
Transition Manager.....	Lawrence Jones

## 3.3 Regrets

Student At-Large.....	Spencer Chen
At-Large Representative.....	Phum Luckkid
VP Student Services.....	Matthew Provost

# 4. ADOPTION OF THE AGENDA

## 4.1 MOTION AAC 2020-10-27:01

**Emerly/Jillian**

*Be it resolved to adopt the agenda as presented.*

**CARRIED UNANIMOUSLY**

# 5. RATIFICATIONS OF REGRETS

## 1.1 MOTION AAC 2020-10-27:02

**Jennifer/Emerly**

*Be it resolved to ratify regrets from Spencer Chen for fall 2020 semester as well as Phum Luckkid and Matthew Provost for this meeting.*

**CARRIED AS AMENDED UNANIMOUSLY**

- Amended to include regrets from Phum Luckkid and Matthew Provost.

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION AAC 2020-10-27:03

**Emerly/Jillian**

*Be it resolved to receive and file the 2020-09-15 AAC and 2020-09-29 AAC minutes:*

- 2020-09-15 AAC
- 2020-09-29 AAC

**CARRIED UNANIMOUSLY**

## 7. DISCUSSION

### 7.1 Accessibility Granting Options

- Recap of Briefing Note from Campaigns, Research, & Policy Coordinator
  - Have been discussing how to use the Accessibility fund best.
  - Might split the grant into two separate parts: one for events and capital expenditures and one for bursaries to support students who need accommodations
  - SFSS Accessibility Policy was passed in April 2020 with a coming-into-force date of one year, so policies and appendices need to be in order by April 2021.
    - Can create forms to make it more accessible for students to access the funds. AAC has the authority to update and approve these changes.
    - Two request forms with main difference being that with the accommodation request, SFSS books services and you don't pay anything, and for the grant request, you request funds, pay for the services yourself, and get reimbursed.
    - SFSS Finance Coordinators suggested setting up vendor accounts with different providers who can directly bill the SFSS, so we can have someone handle these bookings instead of students requesting grants and waiting to be reimbursed. Not clear who this person will be yet.
  - 3 options outlined
    - 1. Continue with existing practices which is reimbursing students.
    - 2. Follow framework as outlined by the SFSS Accessibility Policy, which is to have a designated vendor list, and also offer reimbursements.
    - 3. Brainstorm and create a new process.
    - Campaigns, Research, & Policy Coordinator recommends option 2.
  - Next Steps:
    - Finalize preferred distribution channel for Accessibility Fund and respective request forms.
    - Hire Accessibility Designated Assistant.
    - Prepare a potential vendors list.
    - Have Accessibility Designated Assistant contact the vendors.
    - Finalize updates to grant request form and the bursary.
  - What does the society want to offer and making sure that there are distinct and clear processes for students to access supports.
  - Accommodation Booking would be for students who don't have a preferred vendor. The SFSS would take on that process based on preferred vendor list that needs to be created by Accessibility Assistant.
  - Use existing grant for students who want to make booking themselves.
  - The bursary would be even more general in person and would help students pay for anything relating to academia.

- Most common scenario that Autistics United finds themselves in is wanting to do the booking themselves because they want a specific interpreter to work with, but they don't want to go through the reimbursement process because it's slow.
- Grad program in Education department has process where students book, and they are billed.
  - Is a process where money is requested, students book and invoice get sent to SFSS possible?
    - It's not possible on the SFSS end because they wouldn't know how to bill these providers.
    - Could be an option in the future through the Finance department.
- Concern that vendor billing is through agency and a lot of the bookings are generally done directly with a single interpreter.
- Concern that SFSS won't be able to feasibly capture all accessibility services through the vendors list.
  - Have approved list, but add others as needed.
  - Clear parameters on who an approved vendor is, or will this be flexible?
- Definitely would want consultation with groups to come up with list because there are existing relationships already.
- The list is a working document which is why it's included in the appendices. It can be updated at any time easily.
- Booking through someone else causes delay in communication and can cause delay in getting materials to interpreters in time.
  - When SFSS is booking, they should have to cc the organizers and keep them in the loop from the get-go.
- Summary: Have an approved vendors list, but if student doesn't see their preferred vendor, they can contact SFSS and proceed from there. When SFSS is doing the booking, students will be looped in so there is less of a delay in communications.
- Capital purchases hasn't been discussed yet. Would it be booked under SFSS as well?
  - Would need to follow up with Finance Coordinators – Lawrence will do this.

## **7.2 Accessibility Audit Update**

- Sarah contacted auditors, and one of them replied, Level Playing Field
- Audit Proposal for SUB Summary
  - Will include a virtual high-level audit where accessibility is expected to be present.
  - Will also do an in-person audit of all student spaces when the building is open.
    - Executive Committee meeting decision to keep SUB closed until January due to rising COVID-19 cases.
  - Will also do a campus-wide student survey to determine the accessibility needs of students and will create a report that outlines current level of accessibility present and where improvements can be achieved.
    - Survey to understand student's definition of neurodivergent, inclusion and accessibility.
    - Also, to understand SFU student accessibility needs in areas of access, mobility, wayfinding, distractions, sensors, stimulations and others as needed.
  - Will also guide and support SFSS to successfully achieve universal accessibility goals.
  - Cost is \$26,221.75. There may be extra costs as well.
  - Level Playing Field has a diverse team with lived experience. Resumes are attached at the end of the audit package. Main team members working on this audit include the interior designer and someone with education in disability studies.
  - 7 principles of universal designs as key part of their process.

- Level Playing Field is only one out of three that has replied.
- Not sure if Level Playing Field will be working with AAC or Staff Liaison. Typically, a small group of individuals is preferred so AAC might work or create a working group as needed.
- VP Student Life, and Student At-Large (VL) are tentatively interested in being a part of the working group, but hard to tell with no concrete open date for the SUB.
- Potential to have another audit completed by a different group later for more diverse views.
- Wait to do motion next meeting.

### **7.3 SUB Washrooms**

- SFU DNA members went to the SUB for a tour and noticed that there wasn't a lot of gender neutral and accessible washrooms and wondering if there is a count of these washrooms.
- Level 1 has 7 all gender of which 3 are accessible.
- Level 2-5 has 3 accessible of which only 1 is gender-neutral.
- SFU DNA thinks this is too little and notes the nearest washrooms to Out on Campus are gendered which is not the case in the Rotunda area right now.
- Is there room to add one more gender-neutral and accessible, single stall washroom, on each floor especially near OOC?
- VP Student Life will email SUB Building Manager and VP Finance about this, and cc SFU DNA. If SUB Building Manager is open to attending a future AAC meeting to talk further about this, it might help.
- How long does it take to walk to a washroom in the building? Has to be around a 5-10 minute walk to be accessible.

### **7.4 Accessibility Standard Policy Appendices Update**

- Went over changes that will be made – see attachment
- SFSS website should have an Accessibility tab for navigation tips, information about the audit or access to SFSS spaces, a point of contact, and links to Accessibility Standard Policy, funds, and Accessible Events Checklist.
- Employment and Training Standards
  - The orientation for the Board of Directors is not consistent with committees, council, SFU clubs, students' unions and SFSS staff.
  - Make accessibility, sexual violence and anti-racism training for club/student unions mandatory either on CANVAS or live training, but at their own pace.
  - VP Student Life will bring this up at the Members Services Committee meeting.
- Adding online environment by making Appendix F: Online Events and Meeting Accessibility
  - Communication access
  - Description of online tools available
  - Marketing – alternative text, contact information for accessibility related questions, templates on advertising and how to make it more accessible
  - Guidelines for Robert's Rules and how to participate in a SFSS meeting
  - Building in breaks into every meeting
- A lot of edits need to be made. Hoping to get the help of the Accessibility Designated Assistant to make these changes and then go from there to bring it to the Board.
- If the name change isn't permanent yet, this committee is more of a governance committee rather than an advisory one.
  - AAC also refers to Alternative and Augmentative Communication in the disability community which makes it a point of confusion.
  - Worried that Accessibility Governance Committee might get confused with the Governance Committee.
  - Just Accessibility Committee would be fine since it gets referred to that colloquially anyways.

- Name change would have to go through Governance Committee which isn't difficult.

#### **7.5 Accessibility Designated Assistant Hiring Committee Update**

- Job Description changes including language:  
<https://docs.google.com/document/d/1V8mF0IdXILUk9K8btT50VUIUSAMJL8lpkRCqFuV/VuLU/edit?usp=sharing>
- Timeline has been set. Deadline to apply is November 30. Interviews in December and January. Hired by end of January, and the position will last at least a year.
- VP Student Life will send job description to SFU DNA and this committee to review it by Thursday before it goes live on Friday.
- Comments from Vicki from SFU DNA regarding reimbursement.
  - Urge AAC to make change to how large accessibility expenses are reimbursed.
  - Interpreter and live captioning costs are high, and student groups shouldn't have to take on financial strain.
  - Discussion 7.1 Accessibility Granting Options should address this.
  - Lawrence will CC SFU DNA in email to the Finance Coordinators.

## **8. ATTACHMENTS**

- Accessibility Granting Options
- Accessibility Standard Policy Appendices Update

## **9. ADJOURNMENT**

### **9.1 MOTION AAC 2020-10-27:04**

**Vivian/Jill**

*Be it resolved to adjourn the meeting at 12:32PM.*

**CARRIED UNANIMOUSLY**

# BRIEFING NOTE

## ACCESSIBILITY GRANTING OPTIONS

### BACKGROUND

In 2005, the SFSS established a Student Society Fee for the purpose of increasing accessibility and 1. question for the creation of the fee was approved by Board for submission to the membership on February 16, 2005. In June 2005, an Accessibility Fund Advisory (now Accessibility Advisory) Committee was established to administer the Fund. However, little research and evaluation of student needs through comprehensive engagement and surveying was done before or after the introduction of this fee and the establishment of the committee. The disbursement of funds by the committee has not been consistently evaluated or reviewed in order to provide a program that adequately addresses student needs. This ad-hoc approach to addressing member accessibility needs and using the Accessibility Fund has continued for over 10 years. The SFSS Accessibility Policy, passed in April 2020, seeks to formalize this process and offer members both a grant option, which allows students to be reimbursed for purchases that will improve accessibility for members, and an accommodation booking option, in which SFSS staff will book accessibility accommodations from a list of pre-approved vendors.

### CURRENT STATUS

The Accessibility Advisory Committee (AAC) has recently begun discussions on how the Accessibility Fund can be best utilized, and is considering splitting the current Accessibility Grant into two separate parts: a grant for events and capital expenditures, and an upfront bursary for general purposes to support disabled students. This would be secondary to Accommodation Requests which would be booked directly by the SFSS. Additionally, there have been preliminary discussions on adapting the Accessibility Grant so it can be administered to students as an upfront grant (rather than a reimbursement through the standard SFSS cheque requisition process, as per the SFSS Finance Policies).

### KEY CONSIDERATIONS

1. The SFSS Accessibility Policy was passed in April 2020, with a coming-into-force date of 1 year. This means that by April 2021, the policy and all related procedures will take effect at that time. The SFSS must have the Accessibility Fund Grant and Accommodation request forms sorted out by this time.
2. The Accessibility Policy has appendices that provide space for existing and new forms to be created and updated without requiring an update of the entire policy – thus, the AAC has the authority to update and approve changes to these forms.

- a. The Accessibility Policy appendices already outlines the existing Accessibility Grant (Appendix D), and the future Accommodation Request form (Appendix C) for SFSS bookings for students from an approved vendor list. However, if students book accommodations or other accessibility supports on their own, they would be reimbursed under this structure, not provided funds upfront by the SFSS.
- b. A suggestion from the SFSS Finance Coordinators was to set up vendor accounts with certain providers (e.g. Waterfront Centre for ASL) so they can directly bill the SFSS, and thus would not require out-of-pocket expenses for students. If students want to book from vendors outside those on the future vendors list, this may be more challenging, and would only work if the vendor can directly invoice the SFSS (even then, Finance has expressed there could be issues).
- c. If vendor accounts are established, we require an SFSS staff member, after receiving AAC approval for expenses, to receive the invoice from the vendor and approve these expense and create a cheque requisition for sending to Finance for processing. AAC must decide who this staff member should be.

## OPTIONS

1. Continue with the existing process (reimbursing students according to our current SFSS cheque requisition process).
2. Follow the framework outlined by the SFSS Accessibility Policy (have a designated vendor list and set up direct billing, and also offer reimbursement for other accessibility supports using the current SFSS cheque requisition process).
3. Create a new process.

## RECOMMENDATION

Option #2 is the recommended option. It is recommended that the Accessibility Advisory Committee move forward with having an Accessibility Grant, Accessibility Bursary, and Accommodation Requests fulfilled by SFSS staff.

## NEXT STEPS

1. Finalise the preferred distribution channels of the Accessibility Fund, and their respective request forms.
2. Hire the Accessibility Designated Assistant.
3. For the Accommodation Request process:
  - a. Using the existing Assistive Technology and Device Cost-Benefit Analysis (can be re-shared with the current AAC), research and prepare a potential vendor list for a variety of different accessibility devices.

- b. Have the Accessibility Designated Assistant contact vendors and create a pre-approved vendor list. This may involve work with other departments and the Board of Directors if any contracts are to be signed.
4. For the Accessibility Grant:
  - a. Finalise updates to the grant request form, clarifying what it can be used for. Determine if the grant will be split into two parts, and work with SFU Financial Aid and Awards, or conduct more financial research. Consider contacting a lawyer for more details on a society's ability to provide bursaries.



# SFSS Accessibility Policy

**simon fraser**

**student society**

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Date approved: 2020-04-15

## 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.

## 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. Students with disabilities shall be consulted before any changes are made to this policy.

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. The proposal shall then be submitted to the Accessibility Fund Advisory Committee (AFAC) for comment, review, and approval. The Committee shall consult with students with disabilities, including clubs, constituency groups, and other student groups with a mandate to improve and/or advocate for improvements to accessibility for students with disabilities.
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.

## 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 apply to SFSS staff and Board members. 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



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.

## General Requirements

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

The SFSS has procedures in place to receive and respond to feedback, which shall be posted on the **SFSS website**. 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 requests, questions, comments, or concerns about this policy may be directed to the SFSS Accessibility Fund Advisory Committee (AFAC) at [afac@sfss.ca](mailto: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.

### Requests for accommodation or accessible formats

Requests for accommodation can be made in one of two ways: through the **Accessibility Fund Grant Request Form**, if members would prefer to access the Accessibility Fund to book assistive technology or devices, or through the **Accommodation Request Form**, if they would prefer the SFSS to book assistive technology or devices through a preferred vendor or vendors of that service or services. Upon request, both of these forms shall be offered in an accessible format that suits the unique needs of the person requesting.

**Accessible formats** are available upon request. Accessible formats that cannot be produced by the SFSS, such as Braille documents or text transcripts of audio or visual information, may require additional time to process. These accessible formats may either be requested through **Accommodation Request Form**, or through following the feedback procedure.

## 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 **communication supports** for people with disabilities in a timely manner if requests through the **Accommodation Request Form** are received within the posted deadline, if applicable. If members would like to book communication supports themselves, they must submit an **Accessibility Fund Grant Request Form** within the posted deadline. 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.

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## 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

Please see [Appendix E](#) for more information. Accessible formats of these documents are available upon request.

## 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 and navigating the 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 members of the SFSS through the [Accessibility Fund Grant](#) or the [Accommodation Request Form](#). 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 poor condition, another option will be discussed with the user.

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## 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

## 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. The [SFU Inclusive Events Checklist](#) shall be used to ensure events are inclusive and accessible to all members.

## Scope

This standard applies to the following meetings and events:

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

Groups, which includes clubs, student unions, and constituency groups, are encouraged to follow this standard. Upon request, event and meeting accessibility support shall be offered.

## Communication supports

Communication supports are available upon request through the [Accessibility Fund Grant Request Form](#) or the [Accommodation Request Form](#). Please see [Appendix A](#) for more details on what communication supports may be available.

## 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.



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### 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.

## Employment & Training Standards

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

SFSS staff training shall include training on understanding people with disabilities, universal design, accommodations, how to communicate with people with disabilities, inclusive language, this Policy, and the Accessibility Fund. Incoming staff members shall be informed of the SFSS commitment to recruiting and welcoming people with disabilities to the staff team, and the SFSS commitment to serving people with disabilities.

 SFSS Board of Directors orientation shall include training on understanding disabilities, accommodations, 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.

Club or student union executive training shall include training on understanding people with disabilities, universal design, accommodations, how to communicate with people with disabilities, inclusive language, this Policy, and the Accessibility Fund.


## 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<sup>1</sup>. The onus is on the person with the disability to disclose their needs.

**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<sup>2</sup>. The SFSS standard accessible format is:

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

**Assistive technology or assistive device:** An umbrella term that includes assistive, adaptive, and rehabilitative devices or software for people with disabilities<sup>3</sup>. It includes the process used in selecting, locating, and using these devices and software. Assistive devices may include **communication supports**.

**Barrier:** Anything that prevents a person with a disability from fully participating in all aspects of society  cause 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<sup>4</sup>.

**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:** Is defined as long-term or episodic physical, mental, intellectual, sensory or communication needs, visible or invisible, which in interaction with barriers may hinder a person's full and effective participation in society on an equal basis with others.

**Mobility aid:** A device used to facilitate the transport, in a seated posture, of a person with a disability<sup>5</sup>.

**Mobility assistive device:** A cane, walker or similar aid<sup>6</sup>.

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<sup>1</sup> University of Toronto Accessibility Services, 2019.

<sup>2</sup> O. Reg. 191/11: Integrated Accessibility Standards

<sup>3</sup> Development Disabilities Association, "Assistive Technology". <https://www.develop.bc.ca/about-us/assistive-technology/>

<sup>4</sup> Accessibility for Ontarians with Disabilities Act, 2005

<sup>5</sup> AODA, 2005

<sup>6</sup> AODA, 2005

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**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<sup>7</sup>.

**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<sup>8</sup>.

**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<sup>9</sup>. Universal design puts the onus on the group offering the service, rather than the person with the disability.

## Appendix B: Accessible Events Checklist

The **SFU Inclusive Events Checklist** will be used by SFSS staff to ensure accessibility at all events. It is recommended that all SFSS groups, including clubs, student unions, and consistency groups, use this list when planning and hosting events.

## Appendix C: Accommodation Request Form

**This** form will be used to request accessibility accommodations, which will be arranged or provided by the SFSS. **This form will be available as a fillable PDF and Microsoft Word document on the Accessibility tab of the website.** The form will also be available in HTML format on the SFSS website, so that members requesting accommodation can also follow the feedback process to submit a request with sufficient detail in a way that is accessible to them. This form will be made available in fillable PDF, Microsoft Word document, and HTML formats on the SFSS website.

## Appendix D: Accessibility Fund Grant Request Form

**SFSS members with disabilities and any SFSS member 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 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. This form will be made available in fillable PDF, Microsoft Word document, and HTML formats on the SFSS **website**.

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<sup>7</sup> O. Reg. 191/11

<sup>8</sup> O. Reg. 191/11

<sup>9</sup> Jenny Blome, Manager of Accessibility Services for the Rick Hansen Foundation

## Appendix E: SFSS Event & Meeting Accessibility

### 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 will feature a map of the Student Union Building (SUB).

### 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.