1. CALL TO ORDER

Call to Order – 2:33PM

Board of Directors Representative (Education) nominated to chair the remainder of the meeting.

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting takes place on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), Sel̓íl̓witulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and q̓icə̓y̓ (Katzie) Nations, on which we are privileged to live, work and play. 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
At-Large Representative .... Maneet Aujla
At-Large Representative .... Rayhaan Khan (*via phone)*
Student At-Large .... Andrew Araneta
Student At-Large .... Vivian Ly
Student At-Large.. Anastasiia Lozitskaia
Student At-Large .... Mikaela Basile

3.2 Society Staff
Campaigns, Research, & Policy Coordinator .... Sarah Edmunds
Archival and Administrative Assistant .... Aimee deViveiros

3.3 Regrets
VP Student Services .... Christina Loutsik

4. RATIFICATION OF REGRETS

4.1 MOTION AFAC 2019-08-13:01
Ana/Maneet
Be it resolved to ratify the regrets of Christina Loutsik.
CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION AFAC 2019-08-13:02
Ana/Maneet

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Add Discussion item: 8.3 Fall Clubs Days Accessibility

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION AFAC 2019-08-13:03

Ana/Jennifer

Be it resolved to receive and file the following minutes:

- AFAC 2019-07-16

- Christina made changes to the discussion on Motion 6.2 AFAC 2019-07-16
- At- Large Member (Vivian Ly) requiring clarification on who is providing the cheque requisition
    - CPRC stating saying Out on Campus can submit cheque requisitions on behalf of Autistics United who the funding was provided to

CARRIED

7. NEW BUSINESS

7.1 Our Stories Our Voices– MOTION AFAC 2019-08-13:03

Jennifer/Maneet

Be it resolved to approve up to $499.99 for ASL interpretation for the "Our Story Our Voices" event.

Abstentions: Ana/Vivian

CARRIED

8. Discussion

8.1 Updates on Accessibility Standard Policy

- CPRC providing run down on; project proposal outline, plan for policy first draft to be ready for August 27th meeting, after feedback from committee will provide an additional draft on September 10th meeting
    - After the September 10th meeting, the policy can be brought to Board
    - Ideally Board to approve the policy before the AGM
    - A presentation will also be done
- CPRC discussed her briefing note, the board is now offering accessible meeting agendas, the board approved at least 1 accessible agenda at all times
    - CART, ASL interpretation, working on better live stream for the AGM
- CPRC is looking for feedback on Accessible communications strategy
    - After CPRC receives feedback the she will sent to Communications: description of space, guest guidelines, contacts, accessible map, detailed accessible guide
    - Questions: currently we don't have designated seating for mobility aid and accessible seating needs
        - At Large Member (Ana Lozitskaia) suggests should be in the front easily accessible for everyone, needed to see interpreter, additionally those utilizing mobility aids can enter the space easily and not interrupt other individuals
        - At Large Member (Vivian Ly) also suggests for larger events include seating at the back specifically when the location is in large lecture halls
- CPRC additionally seeking input on service animal, following suit to SFPIRG about water

bowls
  - o Board of Directors Representative (Arts and Social Sciences) raised concern from SFU where service animals would relieve themselves
  - o At Large Member (Ana Lozitskaia) suggested on that maps will include where animals can relieve themselves and smoke areas. A specific place outside.
- CPRC seeking clarification on accessible washrooms
  - o At Large Member (Vivian Ly) says one by the water fountain/vending machines is the most accessible washroom near the Board's meeting room.
- CPRC providing an update on the website, Communication Coordinator is working with the content creators to update accessibility.
  - o Suggested an accessibility tab on the website.
- CPRC asking about this committee being the contact person for accessibility accommodations for the AGM and if AFAC feels comfortable being the contact person.
  - o CRPC will be in contact with the Executive Director on how to deal with this issue
- Board of Directors (Arts and Social Sciences) comments about the AGM poster/email regarding the difficulty for finding the accessibility contact information, poster colors inaccessible and there is no email on the poster.
- Board of Directors (Arts and Social Sciences) recommends having board name tags with the pronouns for board members.
- At Large member (Vivian Ly) raised concerns about event communication PDF format not being accessible for screen readers, including PDF and doc formats of the agenda
  - o Accessible format with accessible font will be in 1 hard copy.
  - o Font needs to be accessible and readable
  - o Sarah suggests standards within fonts for both guest speakers and presentations

8.2 Fall Kickoff Accessibility
- Postponed to the next meeting

8.3 Fall Clubs Days Accessibility
- Postponed to the next meeting

9. ATTACHMENTS
- SFSS Accessibility Grant Application Form.pdf
- 2019-07-11 Accessibility – Universal Design and Accomodations.pdf
- CVA500 Sample Project Proposal Outline.pdf
- Guide to Accessible Festival & Outdoor Events.pdf
- Communications Work Order.pdf

10.   ADJOURNMENT
MOTION AFAC 2019-08-13:04
Ana/Maneet
Be it resolved to adjourn the meeting at 3:34 pm.
CARRIED

BRIEFING NOTE

ACCESSIBILITY – UNIVERSAL DESIGN AND ACCOMMODATIONS

*Please see **Appendix A** for definitions, and **Appendix B** for cost-benefit analyses.*

ISSUE

The SFSS would like to determine what assistive technology, communication supports, accessible formats and other accessibility measures should be incorporated into the universal design of SFSS spaces, events, communications, employment and service delivery, or as part of the accessibility accommodations the SFSS offers. The SFSS would also like to know what the estimated costs of these assistive technologies, communication supports, accessible formats and other measures would be.

BACKGROUND

Implementing **universal design** principles benefit a broad range of users and it makes adaption to accommodate future assistive devices/technologies easier and much less expensive. Adopting well-proven universal design techniques will send the message to all stakeholders that needs will be accommodated in a sensitive manner that respects the dignity and independence of all people. Universal design is ideal; accommodations are the next best option for accessibility.

Although no statistics on the proportion of SFU undergraduate students who identify as having a disability exist, 13.1 percent of Canadians ages 15 to 24 have one or more disabilities as of 2017, with women more likely to have a disability[1]. Disabilities related to pain, flexibility, and mobility are the most common amongst all Canadians, while mental health disabilities are the most prevalent in youth age 15-24 years old (8% of all youth). Learning disabilities are also more common amongst youth than the general population of persons with disabilities. Roughly 3.5% of Canadian youth have hearing or seeing disabilities, with seeing disabilities being over 2 times more common than hearing.

CURRENT STATUS

Currently, the SFSS can offer accessibility accommodations for specific events or capital expenditures for SFSS groups through the Accessibility Grant Application Form (funded by the SFSS Accessibility Fund for

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[1] Stuart Morris, Gail Fawcett, Laurent Brisebois, and Jeffrey Hughes, "A Demographic, Employment and Income Profile of Canadians With Disabilities Aged 15 Years and Over, 2017," *Canadian Survey on Disability Report, Statistics Canada*, November 28, 2018, https://www150.statcan.gc.ca/n1/en/catalogue/89-654-X

meetings and events organized by the SFSS, Clubs, Student Unions and Student Groups). Timelines for requesting are typically a two week notice (not captured in policy or SOPs) for all items.

Accessibility info on SFSS Facebook events pages:
- The width of the doors are 34"
- Static chairs with armrests are available
- Gender neutral washrooms are across from the rooms. Accessible washrooms are down the hall
- There is fluorescent lighting in the room with 3 settings
- The blinds don't shut well, so the sunlight can be bright for anyone sensitive to light in the afternoon
- Please refrain from wearing scents like perfumes, cologne, and scented lotions prior to entering the meeting space, to be respectful of those with allergies and scent sensitivity

KEY CONSIDERATIONS

1. The Simon Fraser Student Society Accessibility Fund, launched in 2005, exists to help remove barriers to participation in Student Society activities. Students with disabilities, or any event organiser, can use this fund to increase accessibility at SFSS activities. This includes any meeting or event organised by Student Unions, SFSS Clubs or the SFSS. This fund currently has over half a million dollars.
2. If certain services are considered too costly to use the student-funded Accessibility Fund, the SFSS could apply for external grants such as the Enabling Accessibility Fund - Youth Innovation Component or the VanCity's Community Partnership Program for those particular services.
3. Provincial accessibility legislation will be rolled out after federal legislation (which is currently advancing through the Senate). Having an accessibility policy will most likely be mandatory for the SFSS, having an accessibility program may not be (based on the standards set out for small organisations in AODA), but going beyond compliance is a good public relations strategy.
4. Assistive technologies/communication supports:
   a. Interpretation for deaf or hard of hearing persons
      i. American Sign Language (ASL) Interpretation
         1. Onsite
            a. SFU currently uses this for AGMs
            b. Admin Manager has booked this in the past, the SFSS has used different interpreters
            c. Cost, roughly $75/hour, minimum 2 hours typically
            d. Need to book ahead, typically 1 to 2 weeks, but possibly as little as 3 days; cancellation must occur no late than 48 hours in advance of the meeting
         2. Video remote interpreting
            a. Option to have interpretation done via video and have video projected onto a screen

    i. Cost, roughly around $2.50/minute ($150/hour)

   b. Wavelink: delivers convenient, reliable sign language interpreting services, wherever and whenever you need them. Open the WaveLink app on your tablet or smartphone and within moments, you'll be connected to a Canadian Hearing Society interpreter through live video conferencing.

  ii. Oral interpretation: Facilitates spoken communication between individuals who are deaf or hard of hearing and use speech and speechreading as their primary mode of communication and other persons. The oral interpreter silently mouths sentences to the deaf or hard of hearing person, changing words or phrases as needed, to ones that are easier to speechread

   1. Could not find an option in the Lower Mainland to provide this service at SFU. Suggestion to remove this option until we are made aware of a suitable service provider. Wavefront Centre for Communication Accessibility is recommended by the province for general interpretation needs.

 b. Closed Captioning Services

  i. CART: Word-for-word transcription of speech to text in real-time. Text can be displayed across a laptop screen or projected onto a larger screen for meetings. Service can be provided in English or French, on-site or remotely.

- CART currently provided through CAL at SFU is in-person, using Bluetooth - this is what the SFSS currently uses for AGMs
- Remote captioning uses software that transmits information to the US (streaming)
- Microphone: The most optimal solution is to use a high quality wireless microphone. Microphones can be passed around from speaker-to-speaker ensuring that all communications are captured in the CART stream. A built-in microphone on a laptop or tablet will not work well.
- Cost: Average prices range from $110 to $300 per hour for live captions and transcripts (CAL says $120 per hour unless 2 transcribers needed which is often the case for 2+ hour meetings)
  - Sometimes will charge for travel time, wait time, set-up fees, parking, developing a glossary (reading materials in advance)
  - Higher rates if it's after work hours (evenings and weekends)
- Edited transcripts could be provided for an extra fee
  - Copyright: be careful and ensure that they won't have copyright to the transcript
  - Copyright officer, Donald Taylor (copy@sfu.ca), has a form SFU uses
  - The SFSS would have to set up our own contract
- Future: Google Live Captioning (more accurate than CART, same privacy concerns)

    ii.   If we use remote CART services, to address privacy concerns, we need the explicit consent of ALL people present

        1.   How can we do this? Should we introduce a meeting policy? Contact lawyer re: informed consent (entering our meetings are equivalent to providing this consent).

c.   Amplification

    i.   Assistive listening devices (ALDs): Amplifiers that bring sound directly into the ear. They separate the sounds, particularly speech, that a person wants to hear from background noise. They improve what is known as the "speech to noise ratio."

        1.   [FM systems](#): [Different examples of FM system products](#)

           A personal frequency modulation (FM) system uses radio waves to send speech and other signals to hearing aids. FM is the same type of signal as your FM radio, only it's tuned to a frequency band designated for personal use. There are two basic components of a personal FM system: a transmitter microphone and a receiver. The receiver may be integrated into a pair of hearing aids or a set of headphones, or could be another device worn in the ear, around the neck, or placed in a pocket or waistband (1 receiver is around $400 - $800 for those not wearing hearing aids).

           a.   Lapel microphone: The most common type of microphone, a lapel microphone hangs around a person's neck like a lanyard or should be clipped to a person's shirt at chest level. It should be within about six inches from the speaker's mouth to pick up the strongest speech signal possible.

               i.   Cost: $550 each x 16 for each Board member = $8,800

           b.   Boom microphone: This microphone hangs off the ear so the microphone is positioned about 3 inches away from the face. A boom microphone is the sort of style a pop singer or customer service representative would wear.

               i.   Cost: $850 x 16 for each Board member = $13,600

              ii.   Not recommended to look into this option

           c.   Table microphone: Amplifies both speakers if two people talk at the same time. Good for conference rooms or restaurants.

               i.   Roger Table Mic: Placed in the middle of the table to pic up noise from the entire table. Easier to use for large meetings but sound will not be as clear as the Roger Pen

                   1.   Cost: $1,100

              ii.   Roger Select: 6 different microphones in multiple locations to better pick up on different voices, and switch between different conversations

1. Cost: $1,650
   d. Roger Pen: Benefits the person wearing the hearing aid device - people pass around the Rogers pen like a microphone, and it can connect to any hearing aid or cochlear implant (dependent on Roger receiver)
      i. Cost: $600 to $1,500 per pen depending on the model
   ii. Speakers
      1. If an FM system is not used, a sound system with speakers and microphones could be used for more amplification; costs vary greatly but can be as low as $250 for one speaker and lapel microphones can cost as little as $14.99 each (see Amazon.ca for samples).
d. Audio and Video Streaming
   i. Add to policy/guest guidelines: No flash photography shall be allowed at Board Meetings
   ii. Video conferencing: provides real-time two-way audio/video communication between two or more locations. Video Conferencing requires specialized equipment on both ends for a successful connection
      1. BlueJeans: Available through SFU IT Services, this cloud-based video-conferencing service provides high-quality video meetings and allows people to connect with various systems
         a. Available for free to SFU faculty and support staff
      2. Black Board Collaborate: Available through SFU IT Services, this online conferencing tool is available to all instructors and staff at SFU via a site licence. It can be used as a virtual classroom, for meetings, and to offer online office hours, and it is often used to record sessions for later access.
   iii. Webinar: a specific type of web conference that is typically one-way (speaker to the remote audience with limited remote audience interaction). There can also be a live audience in the room with the presenter of the webinar. Polling participation may be integrated into webinars to allow for some remote audience participation
      1. Zoom: Host online events with up to 100 interactive video participants and 10,000+ attendees
         a. $530 annually for webinar capabilities
         b. Not offered through SFU (no webinar services are)
   iv. Webcasting: essentially "broadcasting" over the internet or streaming. In webcasting, an audio and/or visual content source is distributed simultaneously to multiple viewers/listeners. This content is usually distributed live and is usually non-interactive.
      1. Webcast example: Facebook livestreaming has been used by the SFSS in the past (Elections debates)

        a.   Free to use

        b.   Privacy concerns (see b ii))

        c.   Posts are archived on the host's page and can be viewed at a later time unless the host deletes the video

    v.   Something else to consider: we don't have a policy or even consistent manner of calling into Board meetings or committee meetings (for Board or guests). This issue could be addressed through implementing video conferencing or a webinar format.

5.   Accessible formats:

    a.   Digital format AND hard copy of agenda available for guests

    b.   Accessible format of agenda available in ONE hard copy AND in digital format

        i.   Accessible format #1: Sans Serif font (e.g. Arial, Calibri), font size 24, white background, black text colour[2]

            1.   All pictures should include text description (alternative text – can be added in through Google Docs or Slides)

            2.   Colours: High contrast and avoid difficult to distinguish combinations (e.g.

            3.   Use different and distinguishable textures, patterns or shapes (e.g. for graphs and pictograms)

            4.   Headings should follow a logical format and order (use built-in Heading formats in Microsoft Word or Google Docs)

        ii.   Accessible format #2: Braille – typically require one week notice to print, if we use Canadian Braille Service located in North Vancouver. Cost may be as low as $1.00 per page

        iii.   Building standard SFSS templates for Word documents, Excel spreadsheets, and PowerPoint presentation slides

        iv.   https://www.ryerson.ca/accessibility/guides-resources/accessible-documents/

    c.   Emails, posters, flyers and other print or digital materials should follow the Accessible format #1 guidelines

        i.   Additionally, any links should be self-describing – e.g. Learn more about Ryerson University. vs Learn more about Ryerson University.

6.   What will be universal design, and what will be accommodations available on request?

OPTIONS

Option 1: Revise the current list of accommodation services through cost/benefit analysis.

Option 2: Do not revise the current list of accommodation services and continue to offer all of them on an as-requested basis.

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[2] Recommended by Minister of Accessibility, the Honourable Carla Qualtrough

RECOMMENDATION

I would select **Option 1**. The following assistive devices and accessible formats I believe the SFSS can make part of our universal design for accessibility are:

- Accessible format #1
- Standardized document format
- Adhere to accessible email, advertisement (posters, flyers) and website guidelines
- Scent and allergen (nut) free space

To possibly incorporate after consulting with legal:

- CART
- Webcasting/videoconferencing/webinar service

To implement in the SUB:

- FM system or microphones + speakers
  - Request to connect to FM system would still be required in advance in order to set it up

ASL Interpretation (in-person) and braille documents can be available upon request.

NEXT STEPS

1. Consider what can be offered immediately vs what can be offered in the SUB
   a. What upgrades does the SUB offer?
2. Decide on universal design vs accommodation services: which category does each assistive technology/communication support or accessible format fall under?
3. Adapt the accessibility grant form to reflect new services offered.
4. Confirm lead times for requests for accommodation (e.g. how many weeks in advance do we need to offer CART services?).
5. Create a new accessible events checklist to be used by MSC-Events.
6. Incorporate recommended accessibility measures in the communications strategy.
7. Roll-out an Accessibility Policy.
8. Consider having an Accessibility Plan (examining remaining barriers) and procedures (SOPs for all staff who are involved in SFSS accessibility).

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[3]. The onus is on the person with the disability to disclose their needs.

Assistive technology: An umbrella term that includes assistive, adaptive, and rehabilitative devices or software for people with disabilities[4]. It includes the process used in selecting, locating, and using these devices and software.

Accessible formats: May include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities[5].

Barrier: Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice[6].

Communication supports: include but are not limited to sign language, plain language and other communication supports that facilitate effective communication.

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 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[7].

Mobility assistive device: A cane, walker or similar aid[8].

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[3] University of Toronto Accessibility Services, 2019.
[4] Development Disabilities Association, "Assistive Technology". https://www.develop.bc.ca/about-us/assistive-technology/
[5] O. Reg. 191/11: Integrated Accessibility Standards
[6] Accessibility for Ontarians with Disabilities Act, 2005
[7] AODA, 2005
[8] AODA, 2005

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.

[9] Jenny Blome, Manager of Accessibility Services for the Rick Hansen Foundation

APPENDIX B: COST/BENEFIT ANALYSIS

These figures are based on an estimated 77 hours of SFSS meetings (24 Board meetings x 3 hours + 1 AGM x 3 hours + 1 election debate x 2 hours)

Item	2019	2020	2021	Three-year total
ASL Interpretation: In-Person	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	$100/Hour x 77 Hours = $7,700	$100/Hour x 77 Hours = $7,700	$100/Hour x 77 Hours = $7,700	$7,700 x 3 = $23,100
	Quantified			
Benefits (B_U)	• Easier for everyone at the meeting to see • Doesn't require technological set up • No extra tablets or extra screens needed			
B_U	3	-	-	3
C_M	$7,700	-	-	$23,100
C-E Ratio*	7,700:3 = 2,566	-	-	23,100:3 = 7,700
Item	2019	2020	2021	Three-year total
ASL Interpretation: Remote Video	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	$150/Hour x 77 Hours = $11,550	$150/Hour x 77 Hours = $11,550	$150/Hour x 77 Hours = $11,550	$34,650
	Quantified			
Benefits (B_U)	• Bookings can be done immediately • Could be accessed by those who can't attend in-person			
B_U	2	-	-	2
C_M	$11,550	-	-	$34,650
C-E Ratio*	11,500:2 = 5,775	-	-	34,650:2 = 17,325
Item	2019	2020	2021	Three-year total
CART: In-person	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	~$250/hour for two staff x 77 = $19,250	~$250/hour x 77 = $19,250	~$250/hour x 77 = $19,250	$57,750
	Quantified			

Benefits (B_U)	• Benefits all members • Already offered through CAL using Bluetooth, microphones for Board members and guest speakers could help; less difficult to capture multiple speakers either way • Transcript would increase cost but reduce concerns about confusing minutes, need for note-takers, etc. • Reduce 1 for potential need to obtain rights to transcript			
B_U	2	-	-	2
C_M	$19,250	-	-	$57,750
C-E Ratio*	19,250:2 = 9,625	-	-	57,750:2 = 28,875
Item	**2019**	**2020**	**2021**	**Three-year total**
CART - Remote	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	~$200/hour for two staff x 77 = $15,400	~$200/hour for two staff x 77 = $15,400	~$200/hour for two staff x 77 = $15,400	$46,200
	Quantified			
Benefits (B_U)	• Benefits all members • No costs of parking, set-up fees, waiting etc. (overall cheaper than in-person) • Transcript would increase cost but reduce concerns about confusing minutes, need for note-takers, etc. • Reduce 2 for privacy concerns/potential need to obtain rights to transcript			
B_U	1			1
C_M	$15,400			$46,200
C-E Ratio*	15,400:1			46,200:1
Item	**2019**	**2020**	**2021**	**Three-year total**
FM System: Lapel Microphones	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	$8,800	-	-	$8,800
	Quantified			
Benefits (B_U)	• Comfort for wearer is ideal • Picks up voices quite well due to placement of microphone close to wearer's mouth for transmission to the hearing device for better quality sound			
B_U	2			
C_M	$8,800			

C-E Ratio*	8,800:2 = 4,400			
Item	2019	2020	2021	Three-year total
FM System: Roger Table Mic	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	$1,100	-	-	$1,100
	Quantified			
Benefits (B_U)	• Low cost • Minimal set-up as it is just one table microphone • Doesn't limit meeting			
B_U	3			
C_M	$1,100			
C-E Ratio*	1,100:3 = 366.67			
Item	2019	2020	2021	Three-year total
FM System: Roger Select	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	$1,650	-	-	$1,650
	Quantified			
Benefits (B_U)	• Reasonable cost for number of microphones (more than 1 per every third Board member) • Easier set up than individual FM microphones • Increased quality of sound from table mic FM system • Doesn't limit meeting			
B_U	4			
C_M	$1,650			
C-E Ratio*	1,650:4 = 412.5			
Item	2019	2020	2021	Three-year total
FM System: Roger Pen	*Cost-Benefit Analysis*			
	Monetized			
Costs (C_M)	$1,050	-	-	$1,050
	Quantified			
Benefits (B_U)	• Less bulky/less set-up than for lapel or table microphones • Connects directly to hearing devices for better quality sound			

	• Picks up voices the best due to talking directly into the microphone for transmission to the hearing device • Lowest price for FM system			
B$_U$	4			
C$_M$	$1,050			
C-E Ratio*	1,050:4 = 262.5			
Item	2019	2020	2021	Three-year total
Speakers and Lapel Microphones	*Cost-Benefit Analysis*			
	Monetized			
Costs (C$_M$)	$250 + ($14.99 x 16) = $489.84	$250 + ($14.99 x 16) = $489.84	$250 + ($14.99 x 16) = $489.84	$489.84
	Quantified			
Benefits (B$_U$)	• Inexpensive • Quick set-up • Doesn't limit discussion *may require installation for a fee			
B$_U$	3			
C$_M$	$489.84			
C-E Ratio*	489.84:3 = 163.28			
Item	2019	2020	2021	Three-year total
Blue Jeans	*Cost-Benefit Analysis*			
	Monetized			
Costs (C$_M$)	Possibly free	Possibly free	Possibly free	Possibly free
	Quantified			
Benefits (B$_U$)	• If the SFSS can access this service through SFU, it is free and we can use support from CAL • SFU students can easily access/use, and get help if they have problems • Videoconference rooms can be booked for students through SFU			
B$_U$	2			
C$_M$	0			
C-E Ratio*	0:3 = 0			
Item	2019	2020	2021	Three-year total
Black Board	*Cost-Benefit Analysis*			

	Monetized			
Costs (C$_M$)	Possibly free	Possibly free	Possibly free	Possibly free
	Quantified			
Benefits (B$_U$)	- If the SFSS can access this service through SFU, it is free and we can use support from CAL - SFU students can easily access/use, and get support if they have problems - Videoconference rooms can be booked for students through SFU			
B$_U$	3			
C$_M$	0			
C-E Ratio*	0:3 = 0			
Item	2019	2020	2021	Three-year total
Zoom (or similar)	*Cost-Benefit Analysis*			
	Monetized			
Costs (C$_M$)	$530	$530	$530	$1,060
	Quantified			
Benefits (B$_U$)	- A certain number of attendees can interact, giving remote guests more ability to participate - Can live broadcast via social media (Facebook Live and YouTube) - Can also watch on-demand or read transcripts - Remove 1 point for privacy concerns			
B$_U$	3			3
C$_M$	$530			$1,060
C-E Ratio*	530:3 = 176.67			1,060:3 = 353.34
Item	2019	2020	2021	Three-year total
Facebook Live Streaming	*Cost-Benefit Analysis*			
	Monetized			
Costs (C$_M$)	Free	Free	Free	Free
	Quantified			
Benefits (B$_U$)	- Free, no hurdles to access (can use our social media and anyone with a Facebook account can view) - Easier to advertise - Remove 1 point for privacy concerns			
B$_U$	1			

C_M	n/a			
C-E Ratio*	n/a			
Item	2019	2020	2021	Three-year total

ACCESSIBLE EVENTS COMMUNICATION STRATEGY

This strategy will first focus on Board meetings before expanding to other events in the organisation.

1. Event communication:
   a. Facebook events: Ensure meetings have dates, times and locations with all other relevant information as per the Sample. Link to a PDF copy of the agenda when it is available (original and accessible formats).
   b. SFSS News Feed: Same as Facebook event OR provide a link to the Facebook event
   c. Posters and other print advertisements: Include date, time and location, and contact info for person who can provide more information on accessibility in large print.
   d. Events guidelines, description of space etc. should all be available on website
      i. Is it possible to add an "Accessibility" tab, and move all info there? Possibly link to the accessibility grant page from there.
   e. Future: incorporate advertising for Board Meetings into Clubs or Student Union newsletters?

THINGS TO INCLUDE IN COMMUNICATIONS:

2. Assistive devices: Information on what we offer at every meeting automatically, what we can offer if accommodation requested
3. Accessible formats:
   a. Digital format AND hard copy of agenda available for guests as attachments in the event details
   b. Accessible format of agenda available in ONE hard copy AND in digital format
      i. Accessible format #1: Sans Serif font (e.g. Arial, Calibri, Lucida Sans, Helvetica), font size 24, white background, black text colour
      ii. Accessible format #2: Braille – typically require one week notice to print, if we use Canadian Braille Service located in North Vancouver
      iii. Robert's Rules of Order handout cheat sheet should be attached at the end of all agendas.
   c. Accessible format posters and other print materials used for advertising:
      i. Electronic flyer/poster pictures should include text description
      ii. Some colour combinations are unfavourable: navy blue, brown and black; blue, green, purple; pink, yellow and pale green. Pastels are particularly difficult for people with visual disabilities to discern. The SFSS logo has high contrast, bright colours. Sticking with this colour combo for posters is ideal.
4. Attachments:
   a. Maps – use the SFU Access Guide for MBC for now (page 148 – need to edit to include current design)
   b. Detailed physical access guides[1]
      i. Vehicular Access (including passenger zone and public transit)
      ii. Exterior Approach and Entrance
      iii. Interior Circulation
      iv. Interior Services and Environment

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[1] Adapted from the Conference Board of Canada's Appendix A: Accessibility Audit 101: A Primer on Universal Design, based on advice from the Rick Hansen Foundation

      v.   Sanitary Facilities
     vi.   Signage, Wayfinding, and Communications
    vii.   Emergency Systems
   viii.   Additional Uses of Space
   c.   Meeting agenda: Original and accessible (see #3)

5. Description of the space
   a.   Where to find things, accessibility barriers in the space, policies for guests
6. How to request accommodation
    i.   Contact name, email, phone number, form to fill out (if needed)
    ii.   If requesting specific assistive devices, such as ASL, CART, amplification or other things offered by our Accessibility Grant, please contact the above person

SAMPLE

DESCRIPTION OF THE SPACE:

1. Seating: (attach a sketch of the layout): The roundtable is reserved for the Board of Directors, SFSS staff and the Peak. Guests will sit in chairs provided to the side of the Board table. The seating designated for mobility aid or mobility device users is located ____. Other accessible seating is located _____ (should be closer to Board for hearing).
2. Service animals: There will be a bowl of water for guests with service animals (?)
3. Identification: Board of Directors and SFSS staff will have name tags with their position on them.
4. Meeting agendas will be provided to guests in hard copy if desired, and available on the SFSS website and Facebook event page. There will be accessible formats available.
5. Meeting format: Each meeting begins by the Chair calling the meeting to order, followed by a territorial acknowledgement. The Board of Directors and SFSS staff will then introduce themselves, providing their:
   a.   Name
   b.   Pronouns
   c.   If their access needs have been met

The Board will then adopt the agenda, approve past minutes, and then move to either Old or New Business, Discussion, or Presentations. At the end of the meeting, 30 minutes, time permitting, will be allocated to guest questions.

6. The width of the doors is 34 inches.
7. Static chairs with armrests are available (upon request?). Chairs with cushions available (upon request?).
8. Two gender neutral washrooms are located directly across the hall from the MBC conference rooms. There is another located across from the campus bookstore on the same level in MBC.
9. Accessible washrooms are located _____.
10. For those with light sensitivity, the MBC conference rooms have translucent shades only. There is fluorescent lighting in the room with 3 settings. Please advise us if either of these things are a problem for you.
11. Robert's Rules of Order: The Board of Director's uses Robert's Rules of Order to conduct meetings. Please see the attached handout on the agenda or available on sfss.ca/____.

GUEST GUIDELINES:

1. Sign-in: Sign-in sheets will be provided by the entrance to the conference room. If you arrive late, please ensure you sign in as well.
2. SFSS Board Meetings are nut-free and scent-free spaces. Please avoid the use of scented body products and bringing food that contains nuts. However, we cannot guarantee that the space will be nut- and scent-free prior to our use.
3. Speaking: Guests will be given time to speak and ask questions in the last 30 minutes of the Board meeting. Please raise your hand, and when called on, give your name, affiliation (e.g. student union, club, other organisation, etc.), pronouns, and indicate if your access needs have been met. As per Robert's Rules, you have 2 minutes to speak, and must wait to speak a second time until all other guests who have raised their hand have spoken.
4. No photography or filming is allowed.

The SFSS is committed to accessibility for persons with disabilities. If you have any questions or concerns about the accessibility of this event, please contact _____ at _____ or by telephone at 778-782-_____ by [date 2 to 3 weeks in advance of event].

NON-EVENT OR BOARD MEETING RELATED SUGGESTION:

1. Adding pronouns on staff/Board emails

RESOURCES:

AODA: Planning an Accessible Meeting: https://www.aoda.ca/plan-an-accessible-meeting/

Announcements and Flyers guide: https://www.maine.gov/rehab/accessibility_guide/announce_flyer.shtml

Guide to Accessible
Festivals & Outdoor Events

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Contents

Accessibility in Ontario

The Accessibility for Ontarians with Disabilities Act (AODA) makes it possible for people of all abilities to be a part of their communities every day. Its vision is to make Ontario accessible by 2025.

One in seven people currently has a disability. By 2036, as the population ages, 1 in 5 Ontarians will have a disability and people with disabilities will represent 40 per cent of the total income in Ontario.[1]

It makes good business sense to plan your festival or outdoor event with people with disabilities in mind.

This guide will help you increase attendance and make your festival more enjoyable for everyone by improving the event's accessibility. It can help you with planning your festival, running the event, and gathering feedback and improving the festival after it ends.

Did you know?

A person with a disability can be someone who:

- has low or no hearing

- has low or no vision

- lives with a mental health issue

- uses a cane, wheelchair or other mobility device to get around

1. Martin Prosperity Institute, Releasing Constraints: Projecting the Economic Impacts of Improved Accessibility in Ontario, 2010. **www.martinprosperity.org/media/ReleasingConstraintsAccessible.html**

What are my requirements?

Does your festival organization have one or more employees? Remember to count seasonal or part-time employees.

If you have one or more employees your festival has legal requirements to meet on accessibility. **If your festival has 20 or more employees**, you must report to the government on how you are meeting these requirements.

To find out if your organization is required to comply with the AODA, visit the **AODA Compliance Wizard**. It will help you find out what you have to do to comply with Ontario's accessibility law.

If your festival is organized and run entirely by volunteers, you are not required to comply with the AODA. Regardless of your organization's size, this guide is designed to help you improve the accessibility of your festival so that the people who come back year after year can do so regardless of their ability and you can attract new festival-goers with disabilities to your festival.

Accessible Parking Spaces

Many people will use a car or van to get to your event. **Picking a venue** with accessible parking or creating a sufficient number of accessible parking spaces will make it easier for people with disabilities attend your festival.

Tip:

Your festival location may have to comply with accessibility requirements of the Design of Public Spaces Standard (DOPS) under the AODA. Please visit the **AODA Compliance Wizard online for more information**.

Even if your venue doesn't need to comply with DOPS, you can use this **document on accessible spaces required by DOPS** as a guideline to decide on the number of accessible parking spaces you should have.

When planning event parking, create accessible spaces as close as possible to:

- paths to the nearest accessible venue entries and exits
- any lifts and ramps for people using mobility devices
- accessible washrooms and toilets
- pay stations (for example, a ticket booth or a parking-lot operator station)

Tip:

It's helpful to use arrival, exit and directional signs that are clear and can be read in all light conditions. The signs should start outside the parking area, so festival goers can easily find accessible parking.

Public Transportation

Some of your festival participants may be arriving and leaving by public transportation. Consider **providing accessible public transportation information** for festival participants with disabilities wherever you post general transportation information. This information could include:

- schedules of accessible buses, trains and shuttles

- information on whether the buses on the route are accessible

- whether shelter is provided at the bus stop

- whether the train or subway station has an accessible elevator.

Consider using accessible vehicles for festival-specific transportation. For example, provide a shuttle service from a remote parking lot to the event area.

Paths of Travel

As you **plan your festival**, think about the routes people will take throughout the venue. Plan for accessible paths across the site that link all attractions and essential services.

You could buy or rent temporary outdoor flooring to help stabilize paths on uneven surfaces, like sand and grass.

Tip:

Electrical wires are a tripping hazard for everyone. Keep electrical wires out of paths of travel, or use cable protectors that are wheelchair accessible and are in bright/contrasting colours to alert people with low vision.

Stages and Seating

If your event uses a stage, consider buying or renting a ramp to provide stage-access for people who use mobility devices. Keep in mind that there are other requirements for stages, for example in the Ontario Building Code or other municipal regulations.

When planning your event, consider creating or reserving areas with enough room for mobility devices. These areas will need to have a view of the stage from a seated position. They will also need to have seats and extra space for friends, family, support persons and service animals.

Some seats should be positioned to allow service animals to accompany their owner and rest in front of or under the seat.

Food Services and Public Eating Areas

Event participants should be able to easily reach food services using an accessible path, and food service booths should allow a person in a wheelchair to reach them. Consider having large print copies of menus for people who have low-vision.

When buying or renting tables **before your festival**, it's a good idea to ensure at least 20 per cent of tables are accessible for someone with a mobility aid (or to provide at least one accessible table in each eating area). Manufacturers of accessible tables provide tables with a range of dimensions to accommodate differently sized mobility devices. By providing a mixture of different types of accessible tables that accommodate a variety of mobility devices, you can ensure that guests of all abilities will be able to use your seating areas. Ensuring flat, firm, and stable space around the table, under it, and on the path to reach it will help guests who use mobility devices get around your festival's eating areas.

Tip:

Although you may not need to comply with the **Design of Public Spaces Standard**, you can use this information as a guideline for accessible eating areas.

Washrooms and Temporary Toilets

It's a good practice to **plan for accessible washrooms**. Accessible toilets can make or break festival enjoyment for a person with a disability. Accessible washrooms and temporary toilets should be at ground level and away from crowds and sound systems, but not so far that they're inconvenient to reach. Keep in mind that there are other requirements for washrooms, for example in the Ontario Building Code and your municipality's laws.

Rest Areas/Quiet Spaces

Before your festival, consider designating a quiet space for rest, especially if your event attracts large crowds and is longer than a couple of hours. This can be helpful for individuals with different types of disabilities or needs such as people with mental health issues, sensory issues, fatigue issues and nursing mothers.

Rain/Wind/Sun Shelters

Prolonged exposure to rain, wind and sometimes sun can be an unpleasant experience. Some people with disabilities are at particular risk from the elements.

When planning your festival, consider providing open- or closed-sided tents to provide weather protection. If your festival-goers run the risk of being overheated, consider renting cool mist canopies or fans to cool people (and service animals) in extreme temperatures.

Signs

Signs should be in a large, easy to read font with good colour contrast – for example, a sans serif black font on a white background.

Clear signs at drop-off zones and parking areas will help direct people to specific areas across the event site. Signs should indicate the accessibility features located along the path of travel and event areas. Signs at different heights can also help assist people moving through crowds, and help them see when they are at specific locations.

Did you know?

San-serif fonts include:

Arial   Century Gothic   Verdana   Univers

Support Persons

Support persons may be helping some people with disabilities at your festival. A support person must be allowed to go wherever the person they support goes.

Post the admission price for support persons wherever you have information about entry fees (such as on your website and at entrance gates). Consider reducing or waiving the entry fee for support persons.

Did you know?

A support person can help with:

- mobility
- personal care
- medical needs — and more

Service Animals

Guide dogs are one type of **service animal**, but other kinds of animals are trained to help people with disabilities.

At your festival, a person with a disability and their service animal can go to all areas that the public would normally be allowed to go.

When planning your festival, consider designating a suitable area as a rest area for service animals. Make sure to let volunteers know how to direct people to this area and post signs so people know where to go.

Tip:

Provide water for service animals. The care of service animals belongs to their owner, but by making care of service animals easier, you'll create a welcoming festival for people who are assisted by service animals.

Training Staff and Volunteers

If your festival organization has at least one staff person, you must train your staff and volunteers on parts of the AODA's **Customer Service Standard** and the **Integrated Accessibility Standards Regulation**. Find out more about those **requirements and tools** to train your **staff and volunteers here**. Training on these requirements can be incorporated into your regular volunteer training.

If you are entirely organized by volunteers, it's still a great idea to train your volunteers on:

- how to communicate with people with different types of disabilities

- your accessibility features

- your evacuation procedures for people with disabilities

- how to give feedback to festival organizers about the event's accessibility

Tip:

Use considerate language when talking about disabilities. For example, use "people with disabilities" instead of "disabled people" or "the disabled." Check **here for tips and more examples of considerate language**.

One in seven Ontarians has a disability, so there's a good chance that at least one of your festival's staff or volunteers has a disability. By taking into account staff and volunteers with disabilities, you can show staff, volunteers, and festival-goers that accessibility for all participants is important for your event. If you are required to comply with the accessibility laws, you have requirements under the **Employment Standard**.

Communication Supports

There are many ways to make sure the music, performances, speakers or exhibits at your festival are accessible. **When planning your event**, consider:

- booking a person to provide captions for live events

- **booking an interpreter who is qualified in American Sign Language or in Langes des signes quebecois.**

- providing volunteers to describe performances to persons with low or no vision

Before your festival, be sure to post information about communications supports you provide on your website and in other places you provide general information about your festival. This can help people with disabilities make an informed decision about attending your festival.

Both before and at your festival, remind speakers, performers, masters of ceremonies and other presenters to:

- speak at a normal pace

- stay within the allotted time

- make sure there is a clear view of their face and mouth

- use the microphone at all times

- use language that is considerate of persons with disabilities

Maps and Information

You can help people make informed decisions about whether your event is accessible to them by providing detailed information about your festival's accessibility features **before your event**.

Brochures, websites, ads and maps can include a variety of topics such as whether there are accessible toilets, viewing areas, accessible performances such as American Sign Language and the location of accessible parking spaces.

Consider how you can make your festival information available in **alternative formats** to ensure everyone can find your information in a way that meets their needs.

Tip:

Give people with disabilities access to the emergency and safety information for the event, like maps, evacuation plans, brochures or signs. Before your festival, check whether there is anything that would make these items hard to read, see, hear or understand for someone with a disability.

Other Accessibility Considerations

When **planning your festival, you should think about including**:

- **Dedicated accessibility volunteers** — one of the best ways to make sure that accessibility is being considered is to make accessibility the responsibility of some of your event volunteers or to create an accessibility committee.

- **Accessible equipment** — there are options for buying or renting accessible festival equipment, from picnic tables to admission gates.

- **Mobility device charging stations** — consider providing outlets for people with power wheelchairs, scooters and other electronic mobility devices and medical equipment.

- **Accessibility information areas** — consider providing dedicated spots where people with disabilities can get information on the festival's accessibility features. A dedicated information booth that offers accessibility information should be put near the entrance. In addition, relevant information about accessibility features should be placed on signs or available in pamphlets throughout the venue. Information booth areas should have level pathways, booths should be at a height that someone using a wheelchair could access, and brochures should be in large print and high-contrast formats for people with low vision.

- **Accessibility Advisory Committees** — your municipality may have an **Accessibility Advisory Committee**. Consider consulting with them in the planning phase of your festival. Contact your municipality for more information.

Promote your Festival

Before the festival, tell people about your accessibility features. This will introduce returning festival goers to new features and will help new festival goers with disabilities make informed choices.

Websites are the most popular source for information about an event's accessibility features. Consider adding an accessibility information section to your website.

> **Tip:**
>
> Make accessibility information on your site easy to find, and ensure volunteers and organizers are prepared to answer accessibility-related questions.

Promoting your accessibility features in the same places where you promote your festival in general will let potential festival goers know their accessibility needs are being seriously considered. Think about including accessibility information:

- in print ads and features in local news
- through your social media
- on posters and flyers
- any other place you promote your festival

Ask for Feedback

Find out how successful your accessibility features are by asking for feedback. If you are required to comply with the Accessibility for Ontarians with Disabilities Act, you are required to have a way to receive feedback.

Before the festival: ask what accessibility features people would like during any pre-festival consulting you do.

At the festival: get feedback from festival goers. Make sure you have more than one way to collect feedback and let people know what you plan to do with the feedback you receive. If you already have a feedback form, add a question about accessibility. It can be as simple as asking "Were your accessibility needs met? If not, what can we do to improve your experience?"

Click here for more **ideas about collecting feedback.**

After the festival: consider the feedback you heard. Are there suggestions or concerns that can be addressed in the planning for next year?

Accessible Festival Planning Checklist

☐ **Accessible Parking Spaces** – accessible parking spaces should be placed close to venue entries and exits, accessible toilets, pay stations and lifts/ramps.

☐ **Public Transportation** – post local accessible routes and schedules.

☐ **Paths of Travel** – provide wide, even, slip-resistant paths, without steps or barriers that lead to all the public areas of the event.

☐ **Stages and Seating** – provide a ramp for your stage, and ensure it's visible for someone watching from accessible seating or from a wheelchair.

☐ **Food Services and Public Eating Areas** – design food areas so that someone who needs mobility support can easily navigate them. Provide options for people using wheeled mobility devices.

☐ **Washrooms and Temporary Toilets** – provide accessible toilets or washrooms at ground level, away from crowds and sound systems.

☐ **Rest areas** and **rain/wind/sun shelters** – offer quiet areas and weather shelters.

☐ **Signs** – provide high-contrast signs in high and low positions, and make sure signs use sans serif fonts that are readable in all light conditions.

☐ **Support Persons** – a support person can go wherever the person they support goes. Post any admission fees for support persons in the same place general admission information is found.

☐ **Service Animals** – a person with a disability can be accompanied by their service animal to all areas available to the public.

☐ **Training Staff and Volunteers** – train staff and volunteers to welcome people with disabilities and on your festival's accessibility features.

☐ **Communication Supports** – consider offering captioners, sign language interpreters, or individuals who can describe performances.

☐ **Maps and Information** – provide information about your festival's accessibility features and consider people with disabilities in your emergency plans. Provide an accessibility information area.

☐ **Other Accessibility Considerations** – provide dedicated accessibility volunteers, rent/buy accessible equipment, provide accessibility information areas.

☐ **Promote your Festival** – tell people about your accessibility features in the same places you promote your festival.

☐ **Ask for Feedback** – collect feedback before, during, and after the festival.

Questions? We're here to help:

Learn more

To learn about how Ontario is becoming more accessible,
visit **ontario.ca/AccessON**

Contact us:

Telephone: 1-866-515-2025

International: 1-416-849-8276

TTY: 1-800-268-7095

Fax: 416-325-3407

Email: **accessibility@ontario.ca**

Follow us on Twitter
twitter.com/ONAccessibility

Like us on Facebook
facebook.com/AccessON

Watch our videos on YouTube
youtube.com/AccessOntario

Project Proposal Outline: CVAS500

Project Name: Simon Fraser Student Society Accessibility Policy

Background

The Simon Fraser Student Society (SFSS) is a student union representing 25,000+ undergraduate students attending Simon Fraser University (SFU) across three main campuses in Burnaby, Surrey, and Vancouver. The SFSS has an Accessibility Fund, which is collected through a semesterly student fee that is intended to be used to improve the accessibility for undergraduate students with disabilities at SFU. The Accessibility Fund Advisory Committee (AFAC), an SFSS committee comprised of members of the SFSS Board of Directors (elected students) and appointed at-large student representatives, has expressed their concern over the lack of use of the Fund and some accessibility barriers that they have identified, particularly at SFSS-hosted events and meetings. The project will result in the creation of an SFSS Accessibility Policy. The Accessibility Policy seeks to address the barriers that have been mentioned, and go even further to cover the SFSS areas of information & communications, physical spaces, employment & training, service delivery, and events, using money from the Fund.

Objectives

- Conduct thorough background research on accessibility best practices and standards and prepare a project outline that clearly defines the stages of the project for staff and the AFAC by August 13th, 2019
- Create an SFSS Accessibility Policy that meets AODA standards and the unique needs of our organisation and members by September 10th, 2019
- Ensure the SFSS Accessibility Policy is approved by the AFAC and the SFSS Board of Directors by the SFSS Annual General Meeting on September 25th, 2019

Scope

The end result of the project of the project will be an Accessibility Policy. The phases will be:
- Phase 1: Background research and planning (project outline)
- Phase 2: First draft of the policy
- Phase 3: Second draft of the policy
- Phase 4: Committee review and approval of the policy (final draft)
- Phase 5: Board review and approval of the policy (final draft)

Timeframe

	Description of Work	Start and End Dates
Phase One	**Background Research:** Including but not limited to: • universal design standards and accommodations, • assistive device and accessible format cost-benefit analyses, • Board meeting standards for accessibility, and • Accessibility Policy best practices from other jurisdictions • Final product: **Project Proposal Outline:** • Completing the outline and presenting it to staff on August 12th, and AFAC on August 13th, and submitting as part of CVAS 500 on August 14th.	July 11th – August 13th, 2019

Project Proposal Outline: CVAS500

	Description of Work	Start and End Dates
Phase Two	**Project Document Draft:** • Complete the first draft of the policy, based on the background and preliminary meetings with the AFAC and staff	August 13th – August 27th, 2019
Phase Three	**Revised Project Document Draft:** • Complete the second draft of the policy, based on suggested changes from the AFAC and staff	August 27th – September 10th
Phase Four	**AFAC Review and Approval:** • Review in-committee of the complete draft, • Address any outstanding concerns and make changes, and • Approve the final draft of the policy	September 10th, 2019
Phase Five	**Board Review and Approval:** • Review the AFAC-approved policy • Approve the final draft of the policy	By September 25th, 2019

Project Budget (if applicable)

	Description of Work	Anticipated Costs
Phase One	Coordinator time* ($32.96/hour*21 hours)	$692.16
Phase Two	Coordinator time ($32.96/hour*14 hours)	$461.44
Phase Three	Coordinator time ($32.96/hour*5 hours)	$164.80
Phase Four	Coordinator time ($32.96/hour*3 hours)	$98.88
Phase Five	Coordinator time ($32.96/hour*1 hours)	$32.96
	Total	**$ 1,450.24**

*Note: The SFSS will not incur any

Key Stakeholders

Client	The Simon Fraser Student Society
Staff Contact	Sarah Edmunds
Course Instructor	Darren Cooper

Monitoring and Evaluation

Progress will be evaluated through regular reporting to the AFAC. The AFAC will offer suggestions and ultimately approve the policy before it goes on to the Board of Directors for final approval and "assent". The AFAC has regularly scheduled meetings on:

• August 13th, 2019
• August 27th, 2019
• September 10th, 2019

At the August meetings, the AFAC will be presented with updates on the progress of the project, and all feedback will be captured in the AFAC minutes. They will review the first policy draft on August 27th. The September 10th meeting will be the final presentation AFAC, in which the Executive Director of the SFSS will also be present. The AFAC, and the Executive Director, will be able to make comments and suggestions that will be incorporated into the policy. Changes will be made in the meeting, visible on a screen to the entire committee whether in-person or remotely. The final draft will be shown to the committee, and then approved. From there, the final copy will move to the next Board of Directors' meeting for final approval.

Project Proposal Outline: CVAS500

Approval Signatures

_____   _____

[Staff Contact]   [Course Instructor]

Project Proposal Outline: CVAS500

ACCESSIBLE EVENTS COMMUNICATION STRATEGY

This strategy will first focus on Board meetings before expanding to other events in the organisation.

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   c.   If their access needs have been met

The Board will then adopt the agenda, approve past minutes, and then move to either Old or New Business, Discussion, or Presentations. At the end of the meeting, 30 minutes, time permitting, will be allocated to guest questions.

6. The width of the doors is 34 inches.
7. Static chairs with armrests are available (upon request?). Chairs with cushions available (upon request?).
8. Two gender neutral washrooms are located directly across the hall from the MBC conference rooms. There is another located across from the campus bookstore on the same level in MBC.
9. Accessible washrooms are located _____.
10. For those with light sensitivity, the MBC conference rooms have translucent shades only. There is fluorescent lighting in the room with 3 settings. Please advise us if either of these things are a problem for you.
11. Robert's Rules of Order: The Board of Director's uses Robert's Rules of Order to conduct meetings. Please see the attached handout on the agenda or available on sfss.ca/____.

GUEST GUIDELINES:

1. Sign-in: Sign-in sheets will be provided by the entrance to the conference room. If you arrive late, please ensure you sign in as well.
2. SFSS Board Meetings are nut-free and scent-free spaces. Please avoid the use of scented body products and bringing food that contains nuts. However, we cannot guarantee that the space will be nut- and scent-free prior to our use.
3. Speaking: Guests will be given time to speak and ask questions in the last 30 minutes of the Board meeting. Please raise your hand, and when called on, give your name, affiliation (e.g. student union, club, other organisation, etc.), pronouns, and indicate if your access needs have been met. As per Robert's Rules, you have 2 minutes to speak, and must wait to speak a second time until all other guests who have raised their hand have spoken.
4. No photography or filming is allowed.

The SFSS is committed to accessibility for persons with disabilities. If you have any questions or concerns about the accessibility of this event, please contact _____ at _____ or by telephone at 778-782-_____ by [date 2 to 3 weeks in advance of event].

NON-EVENT OR BOARD MEETING RELATED SUGGESTION:

1. Adding pronouns on staff/Board emails

RESOURCES:

AODA: Planning an Accessible Meeting: https://www.aoda.ca/plan-an-accessible-meeting/

Announcements and Flyers guide: https://www.maine.gov/rehab/accessibility_guide/announce_flyer.shtml