



Accessible Meeting/Event Guidelines

The following guidelines are provided to assist you in planning your meeting/event. The guidelines include a variety of accessibility alternatives. Some alternatives may not be available in the Municipality of Northern Bruce Peninsula; however, the Municipality is committed to accommodating accessibility needs, where possible.

Planning a Meeting

Preplanning:

- Organize any planning steps to make the meeting or event accessible with the Accessibility Coordinator.
- Plan for the reception or refreshment area to be located where there is a clear path of travel.
- Ask if attendees require any special accommodations.

Choosing a location:

- Favour locations with visible fire alarms for the safety of persons who are deaf, deafened, or hard of hearing. If not, inquire about the facility's fire exit locations.
- Favour locations with a counter service area and telephone that is situated low enough for use by a person who uses a wheelchair.
- Construction work at the location of your meeting or event may affect accessibility. Other locations should be favoured.
- Where possible, consider portable listening systems or telephones with auditory adjustments be made available for persons with hearing loss.
- Where possible, consider a sign language interpreter.
- Where possible, consider a TTY (Teletypewriter) service. A TTY is a device that allows users to send typed messages across phone lines. Many people who are deaf, deafened, hard of hearing, or who are deafblind may use TTYs to call other individuals.

- Ensure staff at the meeting or event location are trained in accessibility awareness.
- Assign a relieving area for service animals and provide water. Ensure there is adequate space for service animals to accompany attendees.

Refreshments and Dietary Arrangements

- Ask attendees prior to the meeting or event if they have any dietary restrictions and accommodate their dietary needs, where possible.
- Ensure that bendable straws and lightweight cups are available if beverages are being served. Beverages should be at an appropriate height for persons using a wheelchair or scooter.
- Consider table heights when choosing a location. Tables should be at an accessible height for all individuals.

External Environment

Signage

- Signs should be clearly marked and visible from the street depicting the address and name of the building where the meeting or event is located.
- Signage should be well-lit for a meeting or event taking place at night.
- Signage should have large font and use plain language.
- The signs should be free of glare.
- Provide additional signs relating to the meeting or event in large accessible print.

Parking

- Ensure that there are sufficient accessible parking spaces available at the meeting or event location. If not, arrange for more accessible parking spaces close to the building of the meeting or event.
- There should be level access from the parking area to the main entrance of the building. There must be a barrier-free path of travel from the parking lot to the meeting entrance free of stairs, obstructions, slip hazards, etc.
- Ensure that parking areas are clear of snow and ice to avoid a hazard.
- Sidewalks separate from the road and driveway are favoured for safety reasons.

Interior Access

Entrances and Lobbies

- Entrance doors must be wide enough for the passage of a person using a wheelchair, walker, scooter, or guide dog (2'8" to 3 ft.).

- If the main entrance is not accessible, have signage that clearly directs attendees to the accessible entrance.
- Entrances shall be well-lit and centrally located.
- Ensure that doors are easy to open with a lever handle or an automatic door opener.
- Signage shall have large font and plain language directing people to specific areas. Signs shall be mounted approximately 60 inches from the floor for persons using a wheelchair or with low vision.
- Consider additional staff at doorways to assist attendees with directions and accessibility needs.

Elevators

- Elevators should be close to the meeting or event room and large enough to accommodate wheelchairs, scooters, walkers, or a guide dog.
- Braille buttons and raised numerals, sound and light signals are favoured. The elevator control panel shall be at an appropriate height.

Washrooms

- Accessible washrooms should be at the meeting or event with at least one accessible washroom stall with grab bars.
- Doors should have an automatic door opener/push button.
- Select a location large enough to accommodate wheelchairs, etc.
- Door signage clearly marked tactile sign or Braille lettering.

Hallways and Corridors

- Must be wide and clear enough to accommodate the passage of wheelchairs, walkers, scooters, and guide dogs to travel to the meeting or event area, washroom facilities, reception desk, and exits (width of 72 inches for persons in wheelchairs to pass one another).
- Floors must be smooth and slip resistant, glare free, low pile carpeting, hardwood flooring or tile.
- Interior doors must be a minimum of 32 inches wide.
- Lighting shall be adequate and adjustable for the environment.
- Stairs should have handrails on both sides.

Meeting Rooms

- Large enough to accommodate seating and mobilization for the anticipated number of attendees using wheelchairs, scooters, guide dogs, etc.
- Easy to navigate and located on the first floor.
- Food and beverages located where they are accessible for all individuals.
- Accessible reception and refreshment area with a clear path of travel.

- The stage and speaking areas including podiums shall be clear of obstruction and accessible to persons using a wheelchair or scooter. The stage should be accessible to presenters and the audience physically, visually and audibly.
- Remove distracting noises (noise from nearby rooms, etc.)
- Close curtains and blinds to reduce glare of light from windows.
- Secure cables, wires, microphones, etc. to eliminate trip hazards and avoid blocking the path of travel.
- Aim for accessible seating throughout the meeting or event room.

Access to Meeting Contents and Materials

- Produce meeting materials in an accessible format, where possible. Documents should be easy to read, appropriate colour contrasts, a minimum of 12 point font, Arial or Verdana font, non-glossy paper. Scan documents through an accessibility checker prior to finalizing (Word or Adobe Acrobat) and make changes where necessary.
- When posting meeting materials on the municipal website and/or Facebook Page, all documents must conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA.
- Indicate that materials can be provided in an alternate format, upon request.
- Use a television or projector screen for attendees, when necessary.
- Assign support attendants to assist persons with disabilities accessing information.