

INCLUSION & ACCESS

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Andrea Riley, Accessibility Coordinator Community Services Department 50 Dickson Street Cambridge, Ontario 519.740.4681 ext. 4689 rileya@cambridge.ca www.cambridge.ca	Due Date:	Cost:
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OVERVIEW:

- In November of 1995, the City of Cambridge Council approved the Recreation Services Access Policy that states: “The Corporation of the City of Cambridge recognizes that recreation is a fundamental human need of persons of all ages and is important to a person’s physical and emotional well-being and to the overall quality of life.”
- The City of Cambridge is seeking to model appropriate inclusion and access practices for other recreation providers in the community by systematically embracing the values of access and inclusion. It also supports the dignity of their residents in their attempts to participate in recreation activities.
- Since 2001, the City of Cambridge has been working under Accessibility Legislation, requiring municipalities to focus on the delivery of accessible programs and services. The Accessibility for Ontarians with Disabilities Act received final proclamation in 2005. The purpose of the Act is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province

YOUR RESPONSIBILITY:

Remember to plan for persons with disabilities. A disability is defined under the Accessibility for Ontarians with Disabilities Act as:

“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.”

“a condition of mental impairment or a developmental disability.”

“learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.”

“a mental disorder”

“an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997.*”

- Some key items to consider are:
 - Ample Accessible Parking allocated for persons with disabilities and limited mobility issues
 - Pedestrian loading zones assigned
 - Barrier Free Paths of Travel through the event
 - Access to accessible washroom facilities
 - Accessible entrances to events (ticket counters with modified reception areas etc.)
 - Accessible seating in bleachers, amphitheatres etc.
 - Ramps to stages being used at event
 - Larger print and/or illuminated and tactile signage for people with vision loss.
 - Access to assistive listening devices for those attending that may have a hearing loss.
 - Accessible seating in eating areas, picnic shelters, assigned holding areas etc.
 - Access to accessible drinking fountains
 - Adequate lighting in performance areas
 - Adequate Signage to mark accessible spaces, accommodations available, washrooms, emergency procedures etc.

- All residents of the community should have full access to recreation programs within Cambridge...it's a Human Right!
- Please refer to the attached “**Accessibility Checklist for Programs/ & Events**” during your event planning process to ensure full access to all patrons.

For further information and resources on how to make your event accessible please contact **Andrea Riley at 740.4681 ext. 4689 or email at rileya@cambridge.ca**.



It is important that all of our programs, activities, and events provide access to individuals with disabilities. It is important to consider “**ACCESSIBILITY**” when planning events so that they will be accessible to everyone in our community.

Please complete the checklist below, and contact Andrea Riley with questions or concerns relating to event accessibility.

Andrea Riley

The Corporation of the City of Cambridge
Community Services Department
50 Dickson Street
P.O. Box 669
Cambridge, ON
Phone - 519.740.4681 ext 4689
Cell - 519.223.0631
TTY - 519.623.6691
Fax - 519.740.3011
riley@cambridge.ca
www.cambridge.ca

Accessibility Checklist

Accessible Entrances & Parking

- Is there an entrance that does not require the use of stairs?
 - If no, add a ramp or lift if possible.
 - If a lift is already on site be sure it works and staff are available to operate the lift if necessary.
 - If no, add an alternate route on level ground, if possible.
 - Or, relocate the program to an accessible building/space
 - Contact city staff to discuss accessibility or other available options.

- Is the path/entrance area at least 36 inches/3 feet wide?
 - If no, enlarge the pathway if possible
 - Are the doors to the main entrance area at the event heavy or have round knobs?
 - If yes, have event staff leave the doors propped open for access.

NOTE: *the standard width of a wheelchair is just under 3' therefore 3' is needed at the entrance to allow wheelchair access to your event.*

- Are curb cuts located in parking lot and drop-off areas?
 - If no, contact city staff to discuss possible options for installing a curb cut or temporary ramp.
 - You may need to relocate your program to area with greater accessibility.

- Are there **accessible parking spaces** available closest to the accessible entrance?
 - Contact city staff to obtain a copy of the “**Cambridge Accessible Parking Standards**” to use as a guide in providing accessible parking at your event.

- Are your visitor information/sales/admission areas accessible?
 - Do you have at least 1 checkout/check-in area that has a 3' isle, and counter tops between 28” and 34” high?
 - If you can not meet this standard post a sign that states “if you need assistance please ask staff or event volunteers”.

Signage

Are there appropriate signs directing attendees to accessible washrooms, viewing areas, parking etc.

- Create and post accessible signs on main routes of travel at the event
- Signs should be mounted 58” – 60” off the ground, be large print, and be of solid color contrast ex: Black on White.

Usability of Restrooms

- Is there at least 1 fully accessible male and female rest room or 1 accessible unisex restroom?
 - You may rent an accessible washroom OR Port-a-Potty for use at your event. Contact city staff for information and pricing. Contact D&D in New Hamburg at (519) 662-2221.
 - Convert one washroom into a unisex accessible washroom space for the event.
 - Keep in mind that accessible washrooms need to meet the municipal design standard, contact staff for details.

Accessible Seating

Have you designated Accessible Seating areas at the event?

- Seating should be barrier free, equipped with railings, ramped access if necessary, and not be segregated from the other event patrons.
- Remember to leave space beside accessible seats so that patrons who are disabled can sit comfortably with patrons who are able bodied.
- Wheelchair seating requires a minimum clearance of 3.5' X 4' but 5' X 5' is recommended.
- This area must be SAFE for the attendees!

Meeting Rooms

- If the location for your event has multiple floors, is there an accessible elevator to the meeting room?
 - If no, relocate program
 - Is an accessible path of travel available to the meeting room?
- Is the meeting room accessible for speakers and presenters?
- Can participants navigate easily in the space?
- Is the furniture movable in the room to accommodate special requests?
- If tables are being used, be sure to provide tables that have a knee space of 27"high, 30" wide, and 19" deep to allow wheelchairs to sit at tables.
- Be sure the route of travel through the room is at least 3' wide.
- Is the accessible bathroom close to the room being used for the event?

Publicity and Invitations for the Event

- Does your publicity/invitation contain information regarding reasonable accommodations?
 - If no, be sure to include a statement about how a person can obtain accommodations for the program/event, such as, "If you need an accommodation to fully participate in this event, please contact..." Then, be sure to include your name and contact information so that a person with a disability can get in touch with you about accommodations.
 - Be sure to put your publicity out to the community in alternative formats, on the web, large print etc. Be sure your website is accessible!
 - Use the access symbol on your materials **if you are prepared to provide full access.**



Accommodation Requests from Participants

- Has a staff member been assigned to ensure that accommodation arrangements are handled appropriately?
 - Designate one staff member to handle all accommodation requests. This person can be the liaison to city staff to discuss possible options for accommodation.
- Has a participant requested an assisted listening system?
 - The City of Cambridge has portable listening devices for use. Contact city staff to handle the request.

- Has a participant requested a sign language interpreter?
 - Interpreters can be booked through your local Canadian Hearing Society or contact City Staff to assist with scheduling an interpreter for your event.

- Has a participant requested handout materials in an alternate format?
 - Alternative formats can be anything from Braille Documents to large print, or a file on CD ROM.
 - Clarify the request and contact your staff liaison to assist.
 - “Contact Reading Materials in Large Print or Braille” at (905) 637-8734 to learn about putting a handout into Braille or another electronic format for a visually impaired person.
 - Your local Canadian National Institute for the Blind (CNIB) office can be of assistance.

- If a video or video clip is part of the program, are the videos equipped with captions for participants with hearing impairments?
 - When purchasing or renting AV materials, request one with closed caption capability.

Emergency Preparedness

- Have you designated a spot at the event where persons attending with a disability can seek refuge in case of an emergency?

- Do you have emergency numbers posted in areas where persons with disabilities would be at the event alone (i.e. washrooms)?

Other items to consider...

Lighting– at entrances 100 lux in other areas of the event a min. of 30 lux is required

Accessible Drinking Fountains – these can be rented from most local water suppliers

Exhibitor Space –tables should be no higher than 24” – 34”

Shade and Seating - Provide Shaded Accessible Seating Areas in outdoor venues

Telephones – be sure an accessible public telephone is on site for use