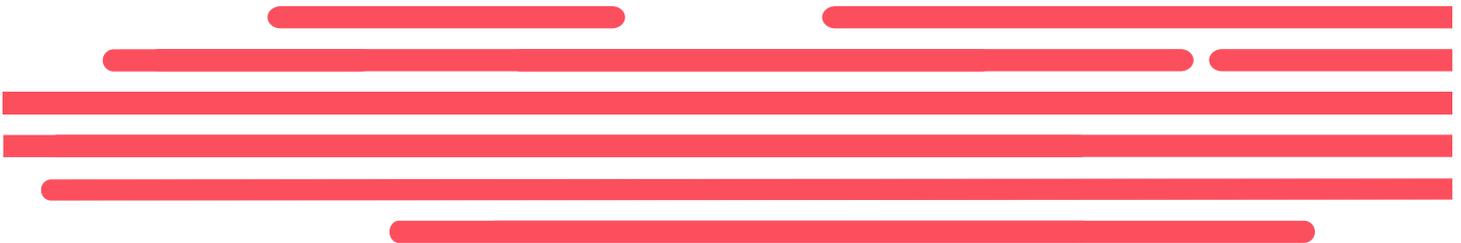


# Independent Community Meeting Resources

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# Independent Community Meeting Toolkit

Congratulations! Your submission to host an Independent Community Meeting was successful! This toolkit will help you to get started.

This toolkit includes the following information:

1. Resources to help you organize your meeting.
2. A Facilitator's Guide that includes information and ideas about the topics covered in the broader community meetings that have been held.
3. A Reporting Template designed to help you in preparing a Summary Report that includes information on the key findings and points of discussion arising from your meeting.

Thank you for taking the time to add your voice! The insights and feedback gained through the Independent Community Meetings will help to ensure that a wide range of voices and ideas can be heard.

All feedback received through the Independent Community Meetings will help to inform the broader consultation and engagement process.

**Please ensure that you submit your report back on the results of your Independent Community Meeting by 4:00 p.m. on November 29, 2019**

# How to Submit Your Report

Your completed reports should be forwarded electronically to SPARC BC at the following email address: [accessibility@sparc.bc.ca](mailto:accessibility@sparc.bc.ca)

You can also mail your written submission to SPARC BC at:

SPARC BC

4445 Norfolk Street

Burnaby, BC V5G 0A7

All submissions must be received by **November 29, 2019 at 4:00 p.m.**

## Privacy Statement

Your comments and feedback will be collected by the Ministry of Social Development and Poverty Reduction under sections 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act (“FOIPPA”), for the purpose of soliciting the public’s feedback on the development of accessibility legislation for B.C. To protect your own privacy and the privacy of others, please do not include any personal information including phone numbers and email addresses in the body of your submission. Should you have any questions about the collection of this information please contact SPARC BC.

## Other Questions?

Should you require assistance or have any questions, please do not hesitate to contact:

Lorraine Copas

Executive Director

Social Planning and Research Council (SPARC BC)

[lcopas@sparc.bc.ca](mailto:lcopas@sparc.bc.ca)

604-718-7736

# Meeting Resources

# What is in this Toolkit?

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This toolkit includes resources that you can use to set up your Independent Community Meeting. You don't have to use these resources if you would prefer to take a different approach. Similarly, you may have to adapt these resources to meet the specific needs of the individuals you serve. Included in this toolkit are:

- A sample invitation/poster
- Sample social media content;
- A sample Agenda; and,
- A sample Reporting Template

It is also important to note that if you prefer, you can work directly from the British Columbia Framework for Accessibility Legislation. A copy of this document has been included in the materials provided.

All the resources have been developed to provide support for engaging communities in important conversations around accessibility and inclusion and what it means for people and communities across B.C. Please feel free to treat these materials as suggestions only. At the end of the day the goal is to ensure that you and the individuals that you represent can share your feedback and organize your discussion in the way that works best for you.

# Sample Invitation/Poster



## British Columbia Framework for Accessibility Legislation

You are invited to participate in a community meeting to provide feedback into legislation and to explore ways to build a better B.C. for people with disabilities.

### COMMUNITY MEETING:

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

For more information about the meeting place contact:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



# Sample Social Media Content

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## EXAMPLE 1

Join us on [date], at [time] at [location] to discuss accessibility in B.C. – Add your stories, voice and experience to the conversation.

## EXAMPLE 2

There is still time to register for the meeting on [date x] to join in the conversation about accessibility legislation in B.C. Please add your stories, voice and experiences to our conversation.

## EXAMPLE 3

The B.C. government is developing *Accessibility Legislation* and wants to hear what you have to say about the types of changes or improvements that are needed and about how we can work together to ensure that our province is as accessible and inclusive as possible. Please join the meeting being hosted by [name of organization] to add your ideas to the conversation.

**Please share this information with your networks to ensure that we bring as many voices and experiences into the conversation as we can.**

## EXAMPLE 4

If you are unable to attend this community meeting, the Ministry of Social Development and Poverty Reduction is also hosting a virtual town hall. For more information and to register, please visit: <https://engage.gov.bc.ca/accessibility/register-for-a-virtual-townhall/>

# Sample Agenda

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## AGENDA Community Meetings

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### Purpose of the meeting

- Begin a conversation about accessibility in British Columbia
- Get ideas about what accessibility legislation in B.C. could look like
- Develop legislation, standards and policies that support people with disabilities to live with dignity and to meaningfully participate in their community
- Build on and complement the new Federal Accessibility legislation
- Learn from the experiences of other Provinces who already have legislation in place as well as the lived experience of persons with disabilities in B.C.
- Share thoughts and test ideas about proposed standards and implementation details
- Learn more about what is important to British Columbians with disabilities in order to create the legislation and tools that are needed to make a meaningful difference

|              |   |
|--------------|---|
| 2:30         | Call the Meeting to Order   |
| 2:30 to 2:45 | Welcome, Introductions and Territorial Acknowledgement                      |
| 2:45 to 3:15 | Topic 1: Accessibility Through Legislation—What’s Important to You          |
| 3:15 to 3:30 | Topic 2: The Proposed Approach—Scope, Definition, Purpose and Principles    |
| 3:30 to 4:00 | Topic 3: Accessibility Standards—Key Areas of Focus                         |
| 4:00 to 4:15 | Topic 4: Implementation Details—Measures to Ensure Compliance               |
| 4:15 to 4:30 | Looking Beyond the Legislation—Seeking Cultural Change                      |
| 4:30 to 5:00 | Wrap-Up and Report Back—Top three 3 insights or ideas to share from the day |

# Registration

# Registration

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You might want to create a record of everyone who participated in your meeting. Please take a few minutes and have the participants at your table complete the “Sign-in Sheet”. By gathering this information, it provides an opportunity to share updates and to keep in touch.

## **As people sign-in:**

- Talk about why they came to the meeting.
- What are their experiences?
- Do they know someone who has faced barriers to accessibility and inclusion in their daily life?
- Have they experienced instances where they have faced barriers?
- What do they see as some of the solutions, or some of the opportunities?

As the facilitator goes around the table, the notetaker might want to capture information that reflects the diversity of the participants and their experiences.





# Other Ways to Participate

The opportunity to provide feedback on accessibility legislation will be open from **September 16 to November 29, 2019 at 4 p.m.**

Ways to Participate Include:

- Completing the online questionnaire
- Registering for 1 of 10 in-person community meetings
- Attending the virtual town hall on November 20th from 6:30 p.m. to 8:30 p.m.
- Sending your comments by email to [engageaccessibility@gov.bc.ca](mailto:engageaccessibility@gov.bc.ca)
- Providing comments by telephone at 844-878-0640 (toll-free)
- Applying for resources to support independent community conversations

For more information and to register for either an in-person session or for the virtual town hall, please visit: <https://engage.gov.bc.ca/accessibility>