

## Accessible Event Planning Checklist

The Accessibility for Ontarians with Disabilities Act (A.O.D.A.) is the umbrella act for all Provincial accessibility legislation. It was enacted with the goal of achieving a fully-accessible Ontario by 2025. The act is based on four core principles: Integration; Equal Opportunity; Independence; and Dignity.

The Brock Accessibility Advisory Committee (B.A.A.C.) prepared this checklist which includes a number of recommendations to assist event organizers in making their event accessible to all.

- ☐ **Accessible Parking Spaces** – accessible parking spaces should be placed close to venue entries and exists, accessible washrooms, pay stations, and lifts/ramps.
- ☐ **Public Transportation** – post local accessible routes and schedules for [Durham Region Transit](#), as well as contact information for taxi services.
- ☐ **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 Shelters** – offer quiet areas and weather shelters.
- ☐ **Signs** – provide high-contrast signs in high and low positions, 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 and assist people with disabilities and on your events accessibility features.

- ☐ **Communication Supports** – consider offering captioners, sign language interpreters, or individuals who can describe performances.
- ☐ **Maps and Information** – provide information about your event’s accessibility features and consider people with disabilities in your emergency plans.
- ☐ **Other Accessibility Considerations** – provide dedicated accessibility volunteers, rent/buy accessible equipment, provide accessibility information areas. When using a building with an elevator, and a key is provided, it is recommended that a volunteer be made available to assist with the operation of the elevator.
- ☐ **Promote your Event** – tell people about your accessibility features in the same places you promote your event.
- ☐ **Ask for Feedback** – collect feedback before, during, and after the festival.

For more information on the A.O.D.A. or on making your event accessible, please visit <http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/index.aspx> or contact the municipality at [clerks@brock.ca](mailto:clerks@brock.ca) or 705-432-2355

### **Did you know?**

- Accessibility means giving people of ALL abilities opportunities to participate fully in everyday life.
- Currently 1 in 7 people in Ontario have a disability – that is 1.85 million Ontarians. As the population ages, this number is estimated to increase to 1 in 5.
- 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, or who uses a cane, wheelchair or another mobility device to get around.