Accessibility Standards Development

Community Led Sessions:
Frequently Asked Questions

BRITISH
COLUMBIA

Contents

Planning Community-Led Sessions

Can we plan a session before we get funding approval?

We recommend you confirm your eligibility and apply for funding before committing resources to a session. Funding will be available until all resources have been exhausted, and eligibility will depend on several factors (including target audience, number of participants, etc.). You can review eligibility criteria here.

Do you have resources we can use to create awareness about public engagement sessions?

Yes, we have prepared an amplification kit containing resources that will help you build awareness of your session.

Does government need to approve a meeting space if we are hosting an in-person session?

No, the Province does not need to approve your venue. You can ensure that your space is accessible to all participants by following our suggestions for hosting inclusive events and suggestions for holding accessible meetings. You can also check out the Rick Hansen Foundation's Tip Sheet on developing accessible spaces.

Is there a specific format to host community engagement events?

There is no specific format to host community engagement events, although efforts must be made to ensure the events are fully accessible to participants. Events can be either virtual or in-person. You can encourage participants to contribute their thoughts and recommendations for the proposed draft standards using a variety of mediums like stories, videos, photos and other forms of expression. The only condition is that participants stick to the themes and engagement questions outlined in the Facilitator's Package, which will be provided to successful funding applicants.

Is there a minimum number of events we need to host?

You are required to host at least one event. The event is expected to closely follow the proposed outline in your funding application. If you require a copy of your funding application, please contact: accessiblebc@urbansystems.ca.

Is there a minimum number of participants required for each community-led session?

We recommend sessions have a minimum of 10 participants. We recognize diversity of organization membership and the total number of participants at a session will be reviewed based on the complexity of accommodations required.

Are there materials available to support the facilitation of sessions?

Yes, a Facilitator's Package containing a PowerPoint slide presentation, facilitation guide and technical FAQs will be available for successful funding applicants on the Resource Hub.

Are funding recipients allowed to collaborate?

Funding recipients can collaborate with each other. However, we require Final Report submissions from each grant recipient separately. We highly recommend that if grant recipients collaborate, they create a process (for example, a sign-in sheet) to count and report the participants' responses separately.

Can we provide honorariums to participants? Do we need to submit all receipts?

Funding received can be used for expenses such as honorariums, equipment rentals, and communications materials. There is no requirement to submit receipts for the Accessibility Standards Public Engagement funding; however, you must retain copies and submit them to the Ministry if asked.

Event Delivery

Is there any flexibility in the facilitators' questions? Or do we need to share the questions directly? Can we change the questions provided in the PowerPoint presentation?

Facilitator questions may be modified to best suit the needs of your community members, but they should still align with what has been provided in the Facilitator's Package. If you modify the questions, please email them to EngageAccessibility@gov.bc.ca for review and approval in advance of your session. Note that responses to the questions posed in the Facilitator's Package must be submitted with your Final Report, so be sure to include those in your session.

How formal does the session have to be?

You are welcome to deliver your session with whatever flexibility is required to meet the needs of your community/target audience. You must ensure that sessions are respectful and honour the cultural diversity of the people in B.C. Learn more about audience diversity on the province's website. Funding can be used towards the development of culturally appropriate engagement sessions that are safe and responsive to your community's needs.

Is it mandatory to have a representative from the Accessibility Directorate or Ministry present at the engagement events? What is the procedure to invite government officials or representatives to our session?

It is completely voluntary to request representatives from the Accessibility Directorate or the Ministry to attend your events. Directorate and Ministry staff will attend based on availability. You are welcome to keep the events private to meet the needs of your community or audience.

Do you have a photo/video notice form we can share with our participants?

Yes! A sample notice will be available to successful funding applicants in our Resource Hub.

Survey

Do facilitators need to fill out the Accessibility Standards Survey on behalf of participants attending the community-led engagement sessions?

The Accessibility Standards survey is another stream for collecting public feedback on the proposed draft accessibility standards for Accessible Service Delivery and Accessible Employment. Facilitators should encourage participants to fill out the survey and provide support as appropriate. It is not mandatory for facilitators to complete the survey on behalf of participants.

Translations

How can we request a translated version of the Facilitator's Package and/or Amplification Kit?

If your organization requires a translated version of any materials, please reach out to EngageAccessibility@gov.bc.ca for next steps.

Do you provide support for ASL interpretation during the community-led session?

No. However, we are happy to connect you with organizations that can help you arrange for interpretation services. Funding can be used towards hiring an interpreter if required.

Final Report

When is the Final Report due?

The Final Report template will be available in the Resource Hub. Please complete and submit the report by September 30, 2024. Any unspent funds must be reported to the Ministry in the Final Report.

Where should the Final Report be sent?

Please submit your Final Report to accessiblebc@urbansystems.ca.

Event Announcements & Promotion

Can we add the BC Government logo to our posters, banners and other materials?

No. Please use the poster and graphics the way they are provided on this engagement webpage and in the [amplification kit](#) You are welcome to create your own materials using your organization's logo to help promote your events.

Do all the event promotional materials we make need to be approved before we use them?

No. You can make posters or social media assets to amplify your events independently, but please ensure they do not include the Province of BC logo.

Can the announcements of the events happening in the community only be published on X (Twitter)?

No. Event announcements can be made on any social media platform where you can best engage with your community, including Facebook, Instagram, LinkedIn, or any other platforms. The [amplification kit](#) includes sample tweets, posts and story images that can be used. Also included in the [amplification kit](#) is a sample of information about the draft accessibility standards that can be used in your organization's newsletter to promote your public engagement session.

If our event is private, do we need to announce it publicly or invite outsiders?

No. Please announce your event(s) to your community in the way that best suits their needs.

If the event is private, can we use the announcement feature on the website to request that the Ministry refrain from posting about it on social media?

The Ministry will only amplify events that have been posted by grant recipients on their social media platforms.