



# Corporation of the Village of Cumberland

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## Checklist for Accessible and Inclusive Events

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The Accessibility and Inclusion Committee has developed this basic checklist to help those organizing events think about how to make events more inclusive. This checklist can be used for both public events and private events. Please see the resources section at the end of this checklist for more information.

To plan an inclusive and welcoming event, consider the experience from the perspective of individuals from Indigenous communities, different racial and ethnic identities, languages, socio-economic statuses, education levels, family responsibilities, gender identity, and sexual orientation, and physical and cognitive abilities. Be open to accommodate different needs as sometimes the needs of different people can conflict.

### Acknowledgement of Indigenous Peoples

- A territorial acknowledgement is included on digital and printed material and made at the event. Events in Cumberland take place on the unceded traditional territory of the K'ómoks First Nation. See [komoks.ca](http://komoks.ca) for more information.

### Venue Selection

- The venue is accessible with no step access, 32" doorways, hard pathways if outdoors, and accessible emergency evacuation routes.
- Accessible washrooms are on-site or within a reasonable distance. If your event is public, rent an accessible portable toilet with signage reserving use for people with disabilities only.
- There is sufficient reserved parking spaces near the entrance for people with disabilities. You can borrow temporary reserved parking cones and signs from the Village.
- It is accessible by public transit. If not, use a shuttle bus.

### Advertising and Signage

- Symbols indicating everyone is welcome are displayed on digital and print media and at the venue entrance, such as 2SLGBTQ+ Everyone is Welcome flag.
- The detailed schedule and site layout showing accessible features has been made easily available in advance of the event.
- On-site signage shows the location of accessible features, legibly in plain language
- On-site accessible features are easily identified.

### Staff and Volunteer Training

- Free access to the event is available for personal attendants and assistants.
- Staff and volunteers know about all accessible features.
- Staff and volunteers know how to respectfully offer assistance to people with different ability and from different backgrounds and how to respond to, or seek help for, for any issues that may arise.

### Venue Set Up

- Entrances, exits and pathways are well lit and allow for easy movement of mobility equipment.
- A sheltered place of refuge is set up with seating and water near a first aid station and the accessible washroom.
- Tables and chairs are set up with enough space to allow for easy movement of wheelchairs, scooters or other mobility equipment.
- Reserved viewing is set up for seniors and people with disabilities and their companions with space for mobility equipment as well as standard-height chairs.
- Tripping hazards are covered, including electrical cables and cords.
- Performer and speaker areas are accessible.

### More Resources

There are many resources on accessible and inclusive events and this is not an exhaustive list.

- SPARC BC, Accessible Public Event Guidelines: <https://www.sparc.bc.ca/wp-content/uploads/2020/11/Measuring-Up-Accessible-Public-Event-Guidelines.pdf>
- BC Government, Hosting Inclusive Events: <https://www2.gov.bc.ca/gov/content/home/accessible-government/toolkit/meetings-and-events/events>
- Ontario Government, Planning Accessible Events: <https://accessibilitycanada.ca/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf>
- SFU Equity, Diversity and Inclusion Checklist for Events: <http://www.sfu.ca/ceremonies/toolkit/edi-checklist.html>

**More Information:** The members of the Village Accessibility and Inclusion Committee may be available to give feedback on your event. Please email [info@cumberland.ca](mailto:info@cumberland.ca) to inquire.