



**MINUTES OF THE  
THIRD BARRIER FREE SUB-COUNCIL MEETING OF 2021**

**DATE:** October 13, 2021

**TIME:** 9:03 a.m. to 12:25 p.m.

**LOCATION:** videoconference

**PRESENT:** *Sub-Council Members*

Karen Muir, Chair

Bev Knudtson

Robert Lipka (until 11:00 a.m.)

Bob Macklon

Tanya Befus (Vice Chair)

Ron Wickman

Donna Monkhouse (until 11:20 a.m.)

Brian Huxley

Lee Ramsdell

Chris Chamber

Helen Evans Warren

*Safety Codes Council*

Allison Karch, Kathryn Derkach

*Alberta Municipal Affairs*

Linnie Tse

**REGRETS:** Deliany Sather, Georg Rath

**GUESTS:** Keith Jansen (BSC Liaison), Shannon Wiebe (CART)

**RECORDER:** Allison Karch

**2021 MEETINGS:** December 1

## **1. Meeting Opening**

The Chair called the meeting to order at 9:03 a.m. A round table introduction was held and members were reminded that their primary duty is to act in the interest of safety in the built environment for the benefit of all Albertans.

### **1.1 Agenda Adoption**

**Bev Knudtson / Bob Macklon moved that the agenda be adopted, as circulated; CARRIED**

### **1.2 Adoption of the June 16, 2021 Minutes**

**Helen Evans Warren / Robert Lipka moved to adopt the minutes of the June 16, 2021, meeting, as circulated; CARRIED**

## **2 . Matters for Decision**

### **2.1. Closed Session**

**Chris Schamber / Tanya Befus moved to enter into closed session; CARRIED**

**Lee Ramsdell / Robert Lipka moved to exit closed session; CARRIED**

#### **2.1.1. Reappointment of Bob Macklon to represent Agility Disabilities**

**Lee Ramsdell / Robert Lipka move to recommend to the Board reappointment of Bob Macklon to the Barrier Free Sub-Council to represent Agility Disabilities for a term ending January 31, 2025, effective February 1, 2022; CARRIED**

#### **2.1.2. Appointment of Christopher Gordon or Gunjan Dhawan to represent Visual Disabilities**

**Bob Macklon / Robert Lipka move recommend to the Board appointment of Gunjan Dhawan to the Barrier Free Sub-Council to represent Visual Disabilities for a term ending January 31, 2025, effective February 1, 2022; CARRIED**

#### **2.1.3. Matrix Review**

**Tanya Befus / Bev Knudtson accept the Barrier Free Sub-Council matrix as is; CARRIED**

#### **2.1.4. Skills Matrix Review**

**Bev Knudtson / Brian Huxley moved to accept the Barrier Free Sub-Council skills matrix as amended; CARRIED**

### 3. Review Matters Arising/Action List

	Item	Action	Date	Responsible	Status/Update
1.	Barrier free enforcement from a provincial perspective	Challenges to enforcement in rural areas and smaller centres, some towns think their bylaws overrule code	Oct. 2/19	Awareness Working Group	Ongoing at working group level; remove from action list
2.	National Advisory Group Update	Continue to monitor the work being done by the national advisory group and how this could impact Alberta from both a policy and code perspective	Oct. 2/19	Technical Working Group	Ongoing at working group level; remove from action list
3.	Link to the Ministry of Community and Social Services	As issues arise and expertise is required, a guest may be needed. Municipal Affairs will look into a connection at the Ministry of Community and Social Services.  AMA was able to connect with the Disability Advisory and Engagement branch at the Ministry of Community and Social Services. They will provide qualitative and quantitative data on issues related to the built environment.	Nov 20/19	Tse	AMA received a report from the Disability Advocate's Office and will post in the Portal.

### 4. Matters for Discussion

#### 4.1. Working Group Breakouts

The meeting split into the Technical and Awareness Working Groups.

#### 4.2. Working Group Reports

##### 4.2.1. Awareness

The document that is being used to track the group's work was updated (see version 3). Issues have been broken into action items and regularly-occurring items. Some of these regularly-occurring items, such as letters to various organizations to spread awareness of the Barrier Free Design Guide, will be revisited when the new code is issued and/or the Guide is updated. Some next steps for this group are to involve the member representing Home Construction to discuss getting home accessibility information added to MLS listings, and involve the member representing Aging Population to discuss recurring issues with seniors' housing.

One of the group's tasks is creating a condensed checklist based on the Barrier Free Design Guide that focuses on issues that come up frequently in residential construction. The City of Edmonton is creating a similar document based on its own accessibility guidelines and this will be shared with the group when available. [Lipka]

A discussion was held about an item that was referred to this working group at the last sub-council meeting regarding incidents in some rural communities where the municipalities bypass the permit process and grant occupancy for buildings that don't comply with the accessibility requirements in the building code. The Barrier Free Administrator suggested this may be a topic for a Safety Tip published on the Council website.

It was asked whether there will be training on the accessibility requirements in the upcoming edition of the NBC(AE) and whether that training would include rationale for the changes. Council staff will request an update from the Training department about what accessibility information will be in the Building SCO code update training. [Council Administration]

#### **4.2.2. Technical**

The following topics are being worked on:

- Assistive listening devices
- Curb cut issues
- Door protection (from a building code point of view, the electrical aspect is the main concern)
- Outdoor spaces
- Specific code clauses that may be able to be clarified in the next edition of the NBC(AE)

This group plans to meet again in November.

#### **4.2.2. Assisted Living Facilities**

The Vice-Chair chaired this item and the Working Group chair gave the following update:

- The intent of this working group was to identify accessibility provisions in the code that conflict with best practices for seniors' residences that could be removed from the next edition of the code.
- A document containing proposed revisions to the upcoming edition of the NBC(AE) was shared on screen and discussed.
- It was noted that the term "assisted living" has a specific definition from the Ministry of Seniors and the code revisions being proposed by this group should not be restricted to facilities that fall under this definition.
- The intent of the proposed revisions are to provide for safety for seniors and provide adequate access for caregivers/assistants.
- It was noted that this group is focusing on existing provisions that present challenges for seniors and their caregivers/assistants, not enhancements.
- Discussion was held about which types of occupancies the proposed revisions would apply to. It was noted that while many people want to age in place in their homes, private homes would not be included in the scope of these proposed revisions.

**Karen Muir / Helen Evans Warren move to recommend that Municipal Affairs consider revisions to the upcoming edition of the NBC(AE) as submitted by the Barrier Free Sub-Council; CARRIED**

### 4.3. BSC Liaison Report

The BSC liaison reported that there were no items related to barrier free access at the last BSC meeting. Key topics included work towards harmonization with the national code and a working group that was formed to investigate issues regarding shipping containers.

### 4.4. Administrator/AMA Report

The Administrator reported the following:

- There is a new Assistant Deputy Minister: Shawn Ewasiuk
- Laura Willcocks, who provided policy support for the BFSC, has left Municipal Affairs and her replacement has not yet been identified.
- Staff continue to work from home.

### 4.5. Council Updates

A written report was included in the portal and updates were provided on:

- Meeting location – virtual vs in-person
  - Staff were asked by Council leadership to review our meeting location with a focus on cost savings.
  - Sub-Council chairs were consulted about their experience chairing virtual vs in-person meetings.
  - The Council leadership team has approved a hybrid of virtual and in-person meetings.
- Annual General Meeting – October 29, 2021
  - Virtual afternoon event including a volunteer appreciation program.
- Council office anticipates reopening on December 6, 2021
  - Staff may continue to work from home on some days.
- Professional Development
  - New Member Orientation: Tuesday, November 9, 9:00 am – 12:30 pm
  - Effective Meetings Workshop: Wednesday, October 20 and Thursday, October 22, 8:30 am – 12:30 pm (must attend both days)
  - Appeals Training Workshop: Wednesday, October 27 and Thursday, October 28, 8:30 am – 12:30 pm (must attend both days)
  - To register for any of these trainings, please contact Gerry at [gerry.letendre@safetycodes.ab.ca](mailto:gerry.letendre@safetycodes.ab.ca)

#### 4.5.1. 2022-2023 Meeting Dates

A document containing proposed meeting dates was posted in the portal and reviewed and Council staff asked for feedback on major industry conflicts with these dates. A finalized schedule will be shared at the next meeting. [Council Administration]

## 5. Meeting Finalization

### 5.1. Round Table

- It was suggested that a presentation be given on hearing loss for the benefit of new members and noted that this could be considered for all the disability sectors in the sub-council's matrix. Such presentations will be considered for future agendas.

[Muir / Council Administration]

- A question was raised about the possibility of providing presentations for awareness to RMA and AUMA. It was reported that there has been limited activity at RMA because of the ongoing pandemic.

### **5.2. Next Meeting**

The next meeting was reconfirmed for December 1, 2021 at via videoconference at 9:00 a.m.

### **5.3. Meeting Adjournment**

The meeting was adjourned at 12:25 p.m.

– NEW ACTION ITEMS –

**4.2.1. Awareness**

The City of Edmonton is creating a similar document based on its own accessibility guidelines and this will be shared with the group when available. [Lipka]

Council staff will request an update from the Training department about what accessibility information will be in the Building SCO code update training. [Council Administration]

– MOTIONS –

**1.1 Agenda Adoption**

**Bev Knudtson / Bob Macklon moved that the agenda be adopted, as circulated; CARRIED**

**1.2 Adoption of the June 16, 2021 Minutes**

**Helen Evans Warren / Robert Lipka moved to adopt the minutes of the June 16, 2021, meeting, as circulated; CARRIED**

**2.1. Closed Session**

**Chris Schamber / Tanya Befus moved to enter into closed session; CARRIED**

**Lee Ramsdell / Robert Lipka moved to exit closed session; CARRIED**

**2.1.1. Reappointment of Bob Macklon to represent Agility Disabilities**

**Lee Ramsdell / Robert Lipka move to recommend to the Board reappointment of Bob Macklon to the Barrier Free Sub-Council to represent Agility Disabilities for a term ending January 31, 2025, effective February 1, 2022; CARRIED**

**2.1.2. Appointment of Christopher Gordon or Gunjan Dhawan to represent Visual Disabilities**

**Bob Macklon / Robert Lipka move recommend to the Board appointment of Gunjan Dhawan to the Barrier Free Sub-Council to represent Visual Disabilities for a term ending January 31, 2025, effective February 1, 2022; CARRIED**

**2.1.3. Matrix Review**

**Tanya Befus / Bev Knudtson accept the Barrier Free Sub-Council matrix as is; CARRIED**

**2.1.4. Skills Matrix Review**

**Bev Knudtson / Brian Huxley moved to accept the Barrier Free Sub-Council skills matrix as amended; CARRIED**

**4.2.2. Assisted Living Facilities**

**Karen Muir / Helen Evans Warren move to recommend that Municipal Affairs consider revisions to the upcoming edition of the NBC(AE) as submitted by the Barrier Free Sub-Council; CARRIED**



**– WORKING GROUP MEMBER LISTS –**

<b>WORKING GROUP</b>	<b>WORKING GROUP MEMBERS (<u>Chair</u>)</b>
Technical	<u>Lee Ramsdell</u> , Brian Huxley, Ron Wickman, Keith Jansen, Helen Evans Warren, Chris Schamber, Karen Muir, Linnie Tse
Awareness	<u>Robert Lipka</u> , Bev Knudtson, Bob Macklon, Donna Monkhouse, Deliany Sather, Georg Rath, Tanya Befus, Laura Willcocks
Assisted Living Facilities	<u>Karen Muir</u> , Helen Evans Warren, Lee Ramsdell, Georg Rath, Bev Knudtson, Keith Jansen