



# Safety Codes Council

## MINUTES OF THE FIRST BARRIER FREE SUB-COUNCIL MEETING OF 2020

- DATE:** February 20, 2020
- TIME:** 9:03 a.m. to 3:27 p.m.
- LOCATION:** Safety Codes Council Office, Edmonton
- PRESENT:** *Sub-Council Members*  
Karen Muir, Chair  
Matthew Kay  
Bev Knudtson  
Tang Lee  
Robert Lipka  
Bob Macklon  
Barry McCallum  
Donna Monkhouse  
Lee Ramsdell  
Deliany Sather  
Chris Chamber
- Safety Codes Council*  
Allison Karch, Kathryn Derkach, Jennifer Johnson  
Susan Rossmann (for item 4.5)
- Alberta Municipal Affairs*  
Linnie Tse, Renna Alqasrani
- REGRETS:** Tracy Douglas-Blowers, Tanya Marsh (Vice Chair), David Morton, Michael Francon
- GUESTS:** Shannon Wiebe, CART; Corey Klimchuk, BSC Liaison
- RECORDER:** Kathryn Derkach
- 2020 MEETINGS:** June 10, September 23, November 18

## 1. Meeting Opening

The Chair called the meeting to order at 9:03 a.m. A round table introduction was held.

### 1.1 Agenda Adoption

**Lee Ramsdell / Bev Knudtson moved that the agenda be adopted, as circulated; CARRIED**

### 1.2 Adoption of the November 20 Minutes

**Bob Macklon / Barry McCallum moved to adopt the minutes of the November 20, 2019 meeting, as circulated; CARRIED**

## 2. Matters for Decision

### 2.1. Closed Session

**Matthew Kay / Donna Monkhouse moved to enter closed session; CARRIED**

Items 2.1.1 and 2.1.2 were discussed in closed session.

**Barry McCallum / Tang Lee moved to come out of closed session; CARRIED**

#### 2.1.1 Nomination of Brian Huxley to represent the Code Enforcement (SCO) industry segment.

**Lee Ramsdell / Robert Lipka moved to recommend to the Board appointment of Brian Huxley to the Barrier Free Sub-Council to represent the Code Enforcement (SCO) industry segment for a term ending January 31, 2023, effective immediately; CARRIED**

#### 2.1.2 Nomination of Ron Wickman to represent the Barrier Free Design industry segment.

**Barry McCallum / Matthew Kay moved to recommend to the Board appointment of Ron Wickman to the Barrier Free Sub-Council to represent the Barrier Free Design industry segment for a term ending January 31, 2023, effective immediately; CARRIED**

### 2.2 Skills Matrix Review

The redline skills matrix document included in the portal was reviewed and changes were discussed.

It was requested that sub-council members who have not sent in their skills do so before the next meeting. [All]

## 3. Review Matters Arising/Action List

|    | Item                             | Action                                                                                                                                                                             | Date       | Responsible            | Status/Update                                                                                                                                                                                                                 |
|----|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | BFSC Scope in Terms of Reference | Changes to the objectives in the terms of reference will be incorporated when revised draft terms of reference are presented to the sub-councils as part of the governance review. | June 11/19 | Council Administration | Staff reported that the project to create terms of reference for the sub-councils has evolved into revising and formalizing various processes since much of the governance content that would be in the terms of reference is |

|    |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                              |            |                        |                                                                                                                                                                                                                                                    |
|----|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                              |            |                        | already captured in bylaws and policies. Work to document and update the BFSC's objectives outside of a terms of reference will continue.                                                                                                          |
| 2. | Barrier Free requirements being non-mandatory in the Elevator Code            | The Council will reach out to the Administrators in each of the three disciplines regarding a Joint STANDATA to address the gap.                                                                                                                                                                                                                                                             | Nov. 20/19 | Council Administration | Item 4.3 on this agenda                                                                                                                                                                                                                            |
| 3. | Awareness of barrier free including the design guide and minimum requirements | Use the spreadsheet created in the portal to track organizations or industry groups who have been informed of the guide. Members were asked to seek appropriate contacts for suggested organizations and inform them of the guide and to add to the list of suggested organizations, including their nominating organization.                                                                | Oct. 2/19  | All                    | Ongoing. Lee Ramsdell has contacted AUMA. Robert Lipka has contacted APPI and will update the spreadsheet.                                                                                                                                         |
|    |                                                                               | Suggest to organizations involved with design, plans review, permitting and construction stages to submit their recommendations to the Barrier Free Sub-Council to be incorporated into the Barrier Free Design Guide instead of having several different guides in place and potentially a supplement/appendix of specific issues that need to also be addressed within their jurisdiction. | Oct. 2/19  | Lipka Marsh            | It was reported that this approach was suggested to the City of Edmonton but they prefer to continue developing their own guide. Robert Lipka will talk to the City of Edmonton to get a copy of their Access Design guide for the BFSC to review. |
| 4. | Barrier free enforcement from a provincial perspective                        | Laura Willcocks with discuss this item further with SCO representative.                                                                                                                                                                                                                                                                                                                      | Oct. 2/19  | Willcocks              | On Hold                                                                                                                                                                                                                                            |
| 5. | 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  | Willcocks              | Next update in fall 2020                                                                                                                                                                                                                           |

|    |                                                     |                                                                                                                                                                                                                                                                                                                                                                |           |                                |                                                                                                                                                               |
|----|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Barrier free content for architects                 | A letter has been drafted on behalf of the Barrier Free Sub-Council that will be sent to all architectural, planner and interior design training institutes regarding barrier free requirements. Info about the Building SCO training course relating to accessibility requirements will be added to the letter.                                               | Oct. 2/19 | Lee / Council Administration   | Letters have been sent. Remove from list.                                                                                                                     |
|    |                                                     | Tang Lee will provide contact information for educational institutes.                                                                                                                                                                                                                                                                                          | Nov 20/19 | Lee                            | Contacts have been provided. Remove from list.                                                                                                                |
|    |                                                     | Robert Lipka will draft correspondence specific to planners and architects                                                                                                                                                                                                                                                                                     | Nov 20/19 | Lipka / Council Administration | In progress                                                                                                                                                   |
| 7. | SCO training content                                | Further information will be provided on cost, time frame to take course, and delivery options for Course 100125.<br><b>Update:</b><br>Course 100125: Building, Accessibility, Energy Conservation & Building Envelope for Part 9 SCOs, ABC 2014<br>Cost: \$410<br>Delivery: Self-paced (print materials), continuous intake<br>Timeframe: 6 months to complete | Nov 20/19 | Council Administration         | It was suggested that this information be sent to the AAA. The new AAA representative will be asked to provide a summary of this information back to the AAA. |
| 8. | Social Policy Change for Assisted Listening Devices | BFSC to provide information to Administrator relative to hearing loop systems, with an example of the types of public spaces, for a submission to the National Research Council                                                                                                                                                                                | Nov 20/19 | Ramsdell                       | Complete. Remove from list.                                                                                                                                   |
| 9. | Heights of Operational Controls                     | BFSC will provide information to the Administrator, relative to the optimum height of controls addressed within the Building Code, for a submission to the National Research Council.                                                                                                                                                                          | Nov 20/19 | Schamber                       | Information will be sent to the Administrator. Remove from list.                                                                                              |
|    |                                                     | Relative to the location of elevator controls, additional research to be conducted to provide to AEDARSA for consideration.                                                                                                                                                                                                                                    | Nov 20/19 | Schamber                       | Information will be sent to the Administrator. Remove from list.                                                                                              |
|    |                                                     | Robert Lipka will circulate the national guide to determine how outdoor accessibility issues outside of the Building Code are addressed.                                                                                                                                                                                                                       | Nov 20/19 | Lipka                          | Robert Lipka is waiting on a copy of the national guide.                                                                                                      |

|     |                                                       |                                                                                                                                                                   |           |           |         |
|-----|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| 10. | 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. | Nov 20/19 | Willcocks | Ongoing |
|-----|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------|

| On Hold Action Items |                                          |                                                                                                                                |                    |                                             |
|----------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------|
|                      | Item                                     | Action                                                                                                                         | Date               | Trigger                                     |
| 1.                   | Barrier free design at development stage | City of Edmonton has pre-planning meeting where SCOs are welcome to participate and provide feedback before permits are issued | Nov 20/19 item 4.3 | Further discussion with SCO representative. |

| Recommendations for Updates for the Barrier Free Design Guide |                                                         |                                                                                                                                                                                                        |          |             |
|---------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| <i>*to be reviewed after the NBC 2020 is published</i>        |                                                         |                                                                                                                                                                                                        |          |             |
|                                                               | Item                                                    | Supporting Documents/Notes                                                                                                                                                                             | Contact  | Date        |
| 1.                                                            | Bariatric needs and design                              | Research was included in the portal as information. Additional information has been drafted for recommended additions to the Barrier Free Design Guide and will be included in this research document. | Knudtson |             |
| 2.                                                            | Cognitive and communication disability needs and design | '4.3.6 SCC BFSC 2019 Priorities – Communication Cognition'                                                                                                                                             | Knudtson | Oct. 2 2019 |

## 4. Matters for Discussion

### 4.1. Pre Strategic Planning

It was suggested that a strategic planning session take place at the June meeting. The priority list established in 2019 would be reviewed and updated, noting items that have been completed and setting targets for how the sub-council would like to move forward on other items on the list.

Discussion was held around the last strategic planning session and how to improve on the process going forward.

It was decided that the agenda for the June meeting would focus on strategic planning.

### 4.2. BSC Liaison Report

The BSC Liaison reported the following:

- January meeting had a focus on reviewing STANDATA which have been updated to align with the National Building Code 2019 Alberta Edition. Four specifically relate to barrier free:
  - Barrier Free Design Requirements: Relaxations (19-BCI-002)
  - Barrier Free Access to Stages (19-BCI-003)
  - Elevator Operations and Accessibility (19-BCI-010)

- Elevator and Passenger Elevating Devices (19-BCV-003)
- February meeting had a focus on reviewing the proposed code changes to the National Building Code. A number of those proposed changes relate to accessibility and can be found under the Building folder on the Member Portal.

#### **4.3. Draft STANDATA Permits Under the Building Discipline RE. concerns about maintenance of barrier free requirements in elevator upgrades**

Municipal Affairs has created a draft STANDATA clarifying what types of work may require a building permit, specifically in instances when it may not be obvious that a building permit is needed. This work includes elevator modernization/upgrades. When a building permit is issued for elevator upgrades, a building SCO will inspect for compliance with the building code, including barrier free requirements. Therefore, this STANDATA will address the concerns that were discussed at previous meetings and brought to the Elevator Sub-Council that because barrier free requirements are contained in a non-mandatory appendix of the elevator code, they may be missed during elevator upgrades.

#### **4.4. Administrator/AMA Report**

The Administrator reviewed specific proposed code changes from NRC's public review of the 2020 national code that relate to accessibility:

- 3.8.3.9 Accessible Signs
- 3.8.3.6 Doorways and Doors
- 3.8.2.7 Power Door Operators
- 3.8.2.5 Exterior Barrier-Free Paths of Travel and Exterior Passenger Loading Zones
- 3.8.2.3 Areas Requiring a Barrier Free Path of Travel
- 3.8.2.21 Spaces in Seating Area
- 3.8.3.3 Exterior Walks
- 3.8.3.2 Barrier-Free Path of Travel
- 3.3.1.19 Tactile Warning Surface Indicators
- 3.8.3.5 Ramps
- 3.8.2.8 Plumbing Facilities

There was discussion around the lack of consistency in numbers (widths, heights, etc.) throughout the code. This was found to be confusing and can lead to designers picking one number and using throughout. It was noted that Municipal Affairs has gone through and cleaned up some of the inconsistencies in the Alberta Edition but there is still work to be done in this area.

It was request that any comments be sent to the Administrator by March 13. Members were reminded to include why they'd like something changed and the rationale behind it. [All]

The sub-council was reminded that not all comments/changes will be made in the national code, but there may still be an opportunity to address issues with the Alberta specific edition.

It was noted that the Barrier Free Design Guide will be updated based on the new code and will take about two years before it's published. If anyone had thoughts and comments around the design guide, please send them to the Administrator.

It was requested that the Hearing Disabilities representative review proposed change 1590 Assistive Listening Systems to ensure there are no language or technology concerns. [Ramsdell]

It was reported that Municipal Affairs is meeting with the Accessibility Standards Canada CEO, Philip Rizcallah, to discuss the standards that would enact the principals contained in the Accessible Canada Act.

#### 4.5. Council Updates

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

- The process for ‘closed sessions’ (formerly ‘in-camera sessions’) and clarification that any motions made during those sessions must be made out of closed session and recorded in the minutes.
- Allison will be on maternity leave starting in March. Please remember to include Kathryn on all emails going forward.
- There are number of member training sessions coming up, please contact Gerry to register:
  - New Member Orientation – March 5
  - Effective Meetings Workshop – March 23
  - Appeals Training – March 24
- Registration for Conference 2020 will open for sub-council members only in February. Please be sure to register before the end of February to guarantee a room at the Rimrock. Any registrations received after that may be at a different hotel.
- Reminder to submit any outstanding 2019 expense claims.

Susan Rossmann, Manager of Stakeholder Relations, gave a presentation on the sub-council governance review findings. Highlights of the presentation included:

- Overall, the feedback was positive with some suggestions for improving processes, some of which have already been implemented.
- Two major issues were identified:
  - It was found that the TCC was meeting too infrequently and the technical expertise at the table wasn’t always sufficient to effectively address issues.
  - There are two working groups that are functioning as sub-councils but don’t have the governance structure or oversight that sub-councils do: the PSDS working group (Plumbing Sub-Council) and AEUC working group (Electrical Sub-Council).
- The Board has made the recommendation to dissolve the TCC and create two new sub-councils. These recommendations would be implemented through a bylaw change, which is being presented at the AGM in May. To ensure communication among sub-councils is maintained, the Council will continue work on improved reporting systems and processes between sub-councils:
  - Liaisons
  - Joint working groups
  - Working group report templates
  - Quarterly reports
  - Two-week agenda package posting

There was discussion around communication between chairs and sub-councils. It was noted that Council staff are available to assist with this type of communication, chairs can always reach out to other chairs directly, and communication also takes place through sub-council liaisons and quarterly reports on sub-council activities.

It was noted that the Council is always open to feedback on these proposals and sub-council members were encouraged to give feedback on the new reporting and communication processes as well. If members have any further questions or feedback, contact Susan at [susan.rossmann@safetycodes.ab.ca](mailto:susan.rossmann@safetycodes.ab.ca).

#### **4.6. Conference Welcome Reception Planning**

An overview of the work being done for the welcome reception that was sent to members via email and included in the portal was reviewed.

Discussion included:

- Décor
  - Vases are being designed by a local artist and will include symbols of five different disabilities: mobility, communication, cognition, hearing, vision.
- Entertainment
  - Background entertainment needs to be confirmed within the next month. [All]
  - If the sub-council cannot find someone to fit the budget, the Council will provide this. [Council Administration]
- Poster Boards
  - Boards for each of the five disabilities are being created.
  - One poster will highlight the industry segments and nominating organizations of the sub-council. Members were asked to send their logos to Robert Lipka or Council Administration. [All]
  - Council Administration will look into printing options. [Council Administration]
- Booths
  - For the five main disabilities will be placed around the welcome reception.
  - Each will have some type of interactive activity.
- Quiz
  - A quiz is being created for attendees to play during the welcome reception.
  - It was discussed that all the questions should be based on the poster boards so the information is easily available for everyone.
  - Questions should have multiple choice or true/false answers.
- Information about the Barrier Free Design Guide will be placed in the conference program.
- Council Administration will work with CART to determine whether Closed Captioning can be done during keynote presentations. [Council Administration]
- It was suggested that the session directly relating to Barrier Free be recorded for those unable to attend the conference. Members will look into options for recording, including equipment and personnel to do so. [Ramsdell]

## **5. Meeting Finalization**

### **5.1. Round Table**



- SoundPrint is a free app that allows people to see what the noise volume of a restaurant is.
- Tang Lee and Barry McCallum were thanked for their years of service on the sub-council.

### **5.2. Next Meeting**

The next meeting was reconfirmed for June 10, 2020 at the Council office at 9:00 a.m.

### **5.3. Meeting Adjournment**

**Chris Chamber / Matthew Kay moved to adjourn the meeting.**

The meeting was adjourned at 3:27 p.m.

– NEW ACTION ITEMS –

**2.2 Skills Matrix Review**

It was requested that sub-council members who have not sent in their skills do so before the next meeting. [All]

**4.4. Administrator/AMA Report**

It was request that any comments be sent to the Administrator by March 13. Members were reminded to include why they'd like something changed and the rationale behind it. [All]

It was requested that the Hearing Disabilities representative review proposed change 1590 Assistive Listening Systems to ensure there are no language or technology concerns. [Ramsdell]

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  - One poster will highlight the industry segments and nominating organizations of the sub-council. Members were asked to send their logos to Robert Lipka or Council Administration. [All]
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**– MOTIONS –**

**1.1 Agenda Adoption**

**Lee Ramsdell / Bev Knudtson moved that the agenda be adopted, as circulated; CARRIED**

**1.2 Agenda of the November 20 Minutes**

**Bob Macklon / Barry McCallum moved to adopt the minutes of the November 20, 2019 meeting, as circulated; CARRIED**

**2.1. Closed Session**

**Matthew Kay / Donna Monkhouse moved to closed session; CARRIED**

**Barry McCallum / Tang Lee moved to come out of closed session; CARRIED**

**2.1.1 Nomination of Brian Huxley to represent the Code Enforcement (SCO) industry segment.**

**Lee Ramsdell / Robert Lipka moved to recommend to the Board appointment of Brian Huxley to the Barrier Free Sub-Council to represent the Code Enforcement (SCO) industry segment for a term ending January 31, 2023, effective immediately; CARRIED**

**2.1.2 Nomination of Ron Wickman to represent the Barrier Free Design industry segment.**

**Barry McCallum / Matthew Kay moved to recommend to the Board appointment of Ron Wickman to the Barrier Free Sub-Council to represent the Barrier Free Design industry segment for a term ending January 31, 2023, effective immediately; CARRIED**

**5.3. Meeting Adjournment**

**Chris Schamber / Matthew Kay moved to adjourn the meeting.**

– WORKING GROUP MEMBER LISTS –

| <b>WORKING GROUP</b> | <b>WORKING GROUP MEMBERS (<u>Chair</u>)</b> |
|----------------------|---------------------------------------------|
| None at this time    |                                             |