



**MINUTES OF THE
THIRD BARRIER FREE SUB-COUNCIL MEETING OF 2019**

DATE: October 2, 2019

TIME: 9:00 a.m. to 3:51 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
Karen Muir, Chair
Tracy Douglas-Blowers (arrived at 9:22 a.m.)
Michael Francon
Bev Knudtson
Tang Lee
Robert Lipka
Bob Macklon
Tanya Marsh
Barry McCallum
Lee Ramsdell (Vice Chair)
Chris Schamber

Safety Codes Council
Allison Karch, Susan Rossmann, Kathryn Derkach, Andrea Snow,
Sanah Sidhu

Alberta Municipal Affairs
Linnie Tse, Laura Willcocks

Guests
Shannon Wiebe, CART

REGRETS: Matthew Kay, David Morton, Greg Beck (BSC Liaison)

RECORDER: Sandi Orr

2019 MEETINGS: November 20

1. Meeting Opening

The Chair called the meeting to order at 9:05 a.m. and a round table introduction was held.

1.1. Agenda Adoption

Bob Macklon / Tanya Marsh moved that the agenda be adopted, as circulated, with a flexible order of business; CARRIED

1.2. Adoption of Meeting Minutes

Bev Knudtson / Michael Francon moved that the minutes of the June 11, 2019 be adopted, as circulated; CARRIED

2. Matters for Decision

2.1. Reappointment of Lee Ramsdell to represent the Hearing Disabilities industry segment

This discussion was held in camera and Lee Ramsdell removed himself from the meeting.

Barry McCallum / Bev Knudtson moved to recommend to the Board the reappointment of Lee Ramsdell to the Barrier Free Sub-Council to represent the Hearing Disabilities industry segment for a term ending January 31, 2023, effective February 1, 2020; CARRIED

2.2. Nomination of Donna Monkhouse to represent the Residential Apartment and Condominium Owners/Managers industry segment

This discussion was held in camera.

Bob Macklon / Barry McCallum moved to recommend to the Board the appointment of Donna Monkhouse to the Barrier Free Sub-Council to represent the Residential Apartment and Condominium Owners/Managers industry segment for a term ending January 31, 2023, effective February 1, 2020; CARRIED

2.3. Nomination of Deliany Sather to represent the Home Construction industry segment

This discussion was held in camera.

Tanya Marsh / Lee Ramsdell moved to recommend to the Board the appointment of Deliany Sather to the Barrier Free Sub-Council to represent the Home Construction industry segment for a term ending January 31, 2023, effective February 1, 2020; CARRIED

2.4. Vice Chair Election

The floor was opened for nominations. Lee Ramsdell was nominated and respectfully declined. Tanya Marsh was nominated. After 3 calls and no further nominations, ***Tanya Marsh was appointed as the Barrier Free Sub-Council Vice Chair, by acclamation, for a 2-year term.***

2.5. Matrix Review – review existing sub-council matrix to ensure it continues to appropriately represent the barrier free discipline

The matrix review discussion was held in camera.

Lee Ramsdell / Bob Macklon moved that the Barrier Free Sub-Council has reviewed their matrix and recommends to the Board the following revisions:

- **The Residential Apartment and Condominium Owners/Managers industry segment's nominating organization be revised to Alberta Residential Landlord Association**
- **The industry segment of Commercial Construction / Land Development be revised to Land Development / Construction with the nominating organization continuing to be the Alberta Professional Planning Institute**
- **The nominating organization of Seniors Association of Greater Edmonton (SAGE) be corrected to Sage Seniors Association; CARRIED**

Tang Lee / Barry McCallum moved that the Barrier Free Sub-Council recommends to the Board that the Education and Training nominating organization of University of Calgary, School of Architecture be revised to Education Institute; CARRIED

Members were reminded that subject-matter experts can be invited to sub-council meetings whenever the need arises.

2.5.1. Development of Skills Matrix

It was reported that skills matrices are being developed each sub-council member to assist nominating organizations to find nominees with the right skills and experience.

Each sub-council member was asked to define a few skills and/or qualifications for their own position that would be essential for their work on the sub-council and to forward to the Council by October 30, 2019. [All]

3. Review Matters Arising/Action List

	Item	Action	Date	Responsible	Status/Update
1.	Educating Other Sub Councils on Barrier Free	Communicate to other sub councils as barrier free issues arise	June 11/19	All	Ongoing
2.	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	Karch	In progress
3.	Barrier Free requirements being non-mandatory in the Elevator Code	The Barrier Free Administrator will talk to the Elevating Devices Administrator	June 11/19	Tse	The Barrier Free Administrator reported that recommendations from the Barrier Free Sub-Council regarding barrier free requirements in elevators should be made to AEDARSA. Often only an Elevator Permit is taken out for modifications and the Building discipline isn't aware. Item closed; New action items assigned (see below)
		Chris Schamber will request to participate in the next Elevators Sub-Council to request that they consider making the non-mandatory appendix in the elevator code mandatory.	Oct. 2/19	Schamber	

4. Matters for Discussion

4.1. Building Code Changes Public Review

It was reported that the public review of proposed changes to the 2015 edition of the National Building Code for the 2020 publication will be held from October 22 to December 23, 2019. It was recognized that any individual can provide feedback as a member of the public. A discussion was held on how to provide feedback as a sub-council, through the Building Sub-Council, because there is no meeting between now and the next Building Sub-Council meeting. An example of a

proposed change that should be reviewed pertained to window heights and how this could impact persons in wheelchairs.

A link to the public consultation will be provided when available. [Council Administration]

Robert Lipka volunteered to create a template that will be posted in the portal for each member to provide feedback. [Lipka]

All sub-council members were asked to provide feedback to Council Administration no later than November 1, 2019. [All]

4.2. 2020 Meeting Dates – provide input on proposed dates

The following dates were proposed and will be confirmed later in October:

- Thursday, February 20, 2020 – 9:00 a.m.
- Wednesday, June 10, 2020 – 9:00 a.m.
- Wednesday, September 23, 2020 – 9:00 a.m.
- Wednesday, November 18, 2020 – 9:00 a.m.

4.3. Research Topics – 10 minute discussion on each including an overview presentation, framework questions review

Background was provided on issues identified and prioritized over the last two meetings. The following list of issues were selected by members of the sub-council who volunteered to work on these items at this time, but there are other items on the priority list and it was explained that they are no less important.

Members were reminded of the questions to be asked for each item:

1. What is the issue you are trying to solve?
2. Does the potential issue align with the BFSC terms of reference objectives and the Safety Codes Act?
3. Is this a technical requirement, social policy change, or education?
4. What would be the positive impact on the lives of persons living with disabilities in Alberta?
5. How does this issue impact Albertans, specifically? Is there data and/or research to support this claim? If so, please provide.
6. In what ways could this issue be addressed?
7. Are you aware of any other jurisdictions that have successfully addressed this issue? If so, how? Are there existing organizations working to address this issue?
8. What is the overall cost of addressing this issue? Both from a financial and resourcing perspective. What will be required to address it?
9. If we address this issue, how can we measure if it was successful?

4.3.1. Low adoption/use/awareness of Barrier Free Design Guide (Lipka/Macklon)

Purpose: Heighten awareness that the Barrier-Free Design Guide 2017 is now available for free online on the Council website through Social Media, stakeholder newsletters, promote municipal and stakeholder organizations to include links on their websites, informing nominating organizations, and highlight at Council Conference.

Action already completed: DATS newsletter, MS Society newsletter, Safety Codes Council Partners newsletter, all sub-councils advised, now on Planners/Designers website, City of Edmonton website, Edmonton Barrier Free Advisory Committee website.

Next Steps: Robert Lipka will track organizations or industry groups who have been informed of the guide. [Lipka]

All members were asked to inform their nominating organizations and others of the free availability of the guide and advise Robert Lipka. [All]

4.3.2. Barrier free minimum requirements being missed at the design, plans review, permitting and/or construction stages (Lipka/Morton)

Purpose: To mitigate the likelihood of barrier free minimum requirements being missed at the design and plans review stage.

Action already completed: Similar to the previous item, heightening awareness of the Barrier Free Design Guide will assist in ensuring barrier free minimum requirements are incorporated before construction. Other guides exist in some municipalities. It is believed that these organizations are creating these documents to address specific issues within their organizations, building types, municipalities, etc.

Next Steps: Suggest to these organizations 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. [Lipka/Morton/Marsh]

Compile the first four topics listed on this agenda into one overall issue.[Council Administration]

4.3.3. Many organizations may be duplicating work (Francon/Macklon)

Action already completed: As identified above, research was conducted and 4 different regional guides exist or being developed and some recommend other best practices different from the Barrier Free Design Guide.

4.3.4. Lack of awareness of public / owners that BF minimum requirements exist (Francon)

Purpose: It is believed that public awareness is needed regarding the barrier free requirements within the building code.

Questions: If the BFSC is to be more policy focussed, perhaps there is a need to engage with other organizations (e.g. social services, AISH, etc.) relative to barrier free requirements in the built environment.

Robert will work with Michael to create a community outreach list with contacts. [Francon/Lipka]

4.3.5. Lack of awareness of bariatric needs and design requirements (Knudtson)

Purpose: Create awareness of bariatric needs and design requirements.

Questions: It is believed that communities are lobbying at the national level for changes to the National Building Code to address this area.

Action already completed: Updates were provided in the last design guide. Some information has been provided to the Administrator.

Next Steps: Further information and suggestions will be provided to the Administrator for consideration of including in the Barrier Free Design Guide. [Knudtson]

Contact Obesity Canada to determine labelling recommendations and find more detail on the different categories of obesity. [Knudtson]

Update the best practices regarding bariatric needs and design when the next edition of the Barrier Free Design Guide is developed. [Tse]

4.3.6. Certain disabilities (communication, cognitive) not covered by minimum standards (Knudtson)

Purpose: Create awareness of communication and cognitive disability needs.

Action already completed: A section already exists in the Barrier Free Design Guide.

Next Steps: Best practices in the design guide could be enhanced. Further information and suggestions have been provided to the Administrator for consideration of including in the Barrier Free Design Guide.

Update the best practices regarding cognitive and communication disability needs and design when the next edition of the Barrier Free Design Guide is developed. [Tse]

4.3.7. Barrier free enforcement from a provincial perspective (Willcocks)

Purpose: The Alberta Edition of the NBC contains the minimum barrier free requirements which have to be met.

Questions: Relaxation requests are dealt with on a case by case basis and an overview was provided of what is considered when a request is received. Modifications are considered, but just because something is missed during construction doesn't mean it can be left as is if it doesn't meet the code requirements.

Next Steps: Laura Willcocks will discuss this item further with David Morton. [Willcocks]

4.3.8. Barrier free design and access in other jurisdictions (Willcocks)

Purpose: Policy discussion regarding the new Accessible Canada Act that includes the built environment.

Action already completed: An advisory group has been developed at the national level to create built environment standards for federal lands. Nova Scotia, Ontario and Manitoba have disability legislation and the built environment is considered a high priority.

Next Steps: 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. [Willcocks]

4.3.9. Timelines and process for code change proposals (Tse/Willcocks)

Purpose: To understand the process for proposing code changes.

Discussion: Deadlines for new submissions for the 2020 NBC has already passed. A proposed code change needs to include: what the current code says, what the new proposed wording should be, rationale for why the code change is needed and what cost implications the change would have if accepted. It is suggested that any provincial specific changes to Section 3.8 be submitted after the review of the NBC changes. Provincial change suggestions require the same rationale to be provided as what is required at the national level. An overview was provided on the difference between technical proposed changes recommended to the Building Sub-Council and social policy changes, which are recommended to the Minister through the Board.

Next Steps: With regard to any specific request (e.g. induction coils in public facilities), it was suggested that once a recommendation is put together it be brought to the sub-council to determine how to proceed.

4.3.10. Barrier free content for SCO certification and continuing education (Karch/Rossmann)

Purpose: To understand the content of SCO training and continuing education opportunities relative to barrier free requirements.

Questions: Could this SCO training that includes the barrier requirements be available for non-SCOs? It was noted that all SCO training is open to anyone but there was uncertainty of the extent of other building components that are also included in that course.

Action already completed: There is content regarding barrier free requirements in the Building SCO training.

Next Steps: Members are encouraged to make the Council aware of any barrier free continuing education opportunities that could be promoted to SCOs. [All]

4.3.11. Barrier free content for architects (McCallum)

Purpose: To understand the barrier free content for architects.

Action already completed: An overview was provided of the registration requirements to become an architect. Although architects obtain provincial registration, the exams are national and have little content relative to barrier free. From an educational perspective, although there is training relative to the Alberta Building Code, there is nothing specific on Barrier Free design or Universal design.

Next Steps: Tang Lee / Michael Francon moved that a letter be drafted on behalf of the Barrier Free Sub-Council that could be sent to all architectural and planner training institutes regarding barrier free requirements that should be encouraged to be taught, heighten awareness of the availability of the Barrier Free Design Guide and include 2 hardcopies of the guide;
CARRIED [Lee / Council Administration]

4.4. BSC Liaison Report

An overview was provided of the topics being discussed at the Building Sub-Council:

- The sub-council will be reviewing the 2020 proposed changes at their November meeting
- Tiny Home challenges with aspects to items that don't meet the Building Code
- Electromagnetic Lock Release in Care Facilities
- Safe egress to public thoroughfares

4.5. Administrator/AMA Report

There was nothing further to report.

4.6. Council Updates

The Council written report was included in the portal:

- A new Expense Policy is in force today and a new expense form will be available
- The Barrier Free Design Guide is available free on the Council website
- The Council is offering Member training:
 - Effective Meetings Workshop – November 12
 - Appeals Training – November 13
 - To sign up, please email Gerry.Letendre@safetycodes.ab.ca
- All Members are required to complete online FOIP training by December 31, 2019
- Work continues on the governance review, including proposed changes to streamline working group formation and processes
- Working group chairs will now be asked to provide a short written report in advance of each sub-council meeting and sample templates will be available
- The Council has created a 'subcouncils@safetycodes.ab.ca' email for all meeting invites; sub-council members were asked to continue to use direct emails for inquiries
- Minor layout updates have been made to the Member Portal and shown on screen
- A quarterly report of all sub-councils' key activities has been created and will be distributed to the Board and each sub-council at the end of each quarter, members are encouraged to provide these reports to their nominating organizations
- A member survey was sent to all sub-council members, this is still open and members were asked to fill out the survey and provide their honest feedback
- The Council is working on communications to help clarify the relationship between SCOs and registered professionals and feedback about common misconceptions is requested
- Industry association meetings will be used to replace regional meetings for SCOs in construction disciplines
- Social Media policy has also had some changes and will be available on the website

4.7. Conference Planning Activities

Bev Knudtson and Lee Ramsdell volunteered to lead the planning to highlight the barrier free discipline for the conference. [Knudtson / Ramsdell]

Individuals were encouraged to stay after the meeting to begin the planning process.

5. Meeting Finalization

5.1. Round Table

Discussion for Elevator Control Panel height be added to the issues list. [McCallum / Schamber]

It was clarified that a member can continue in their seat until such time as a new appointment is made.

It was reported that hearing systems are being tested in Edmonton and Calgary to determine the best system to meet the new building code requirements.

5.2. Next Meeting

The next meeting was reconfirmed for Wednesday, November 20, 2019 at the Council office at 9:00 a.m.

5.3. Meeting Adjournment

The meeting was adjourned at 3:51 p.m.

-- NEW ACTION ITEMS --

2.5.1. Development of Skills Matrix

Each sub-council member was asked to define a few skills and/or qualifications for their own position that would be essential for their work on the sub-council and to forward to the Council by October 30, 2019. [All]

3. Review Matters Arising/Action List

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Suggest to these organizations 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. [Lipka/Morton/Marsh]

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Robert will work with Michael to create a community outreach list with contacts.[Francon/Lipka]

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Laura Willcocks with discuss this item further with David Morton. [Willcocks]

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encouraged to be taught, heighten awareness of the availability of the Barrier Free Design Guide and include 2 hardcopies of the guide. [Lee / Council Administration]

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-- MOTIONS --

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Tanya Marsh was appointed as the Barrier Free Sub-Council Vice Chair, by acclamation, for a 2 year term.

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Lee Ramsdell / Bob Macklon moved that the Barrier Free Sub-Council has reviewed their matrix and recommends to the Board the following revisions:

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- **The nominating organization of Seniors Association of Greater Edmonton (SAGE) be corrected to read Sage Seniors Association; CARRIED**

Tang Lee / Barry McCallum moved that the Barrier Free Sub-Council further recommends to the Board that the nominating organization of University of Calgary, School of Architecture be revised to read Education Institute; CARRIED

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