



**MINUTES OF THE  
SECOND BARRIER FREE SUB-COUNCIL MEETING OF 2018**

**DATE:** May 9, 2018

**TIME:** 10:00 a.m. to 3:20 p.m.

**LOCATION:** Radisson Hotel, Edmonton

**PRESENT:** **Sub-Council Members**  
Barry McCallum, Chair  
Bob Coyne  
Tracy Douglas-Blowers (arrived at 12:45 p.m.)  
Michael Francon  
Matthew Kay (11:20 a.m. to 3:10 p.m.)  
Tang Lee  
Tanya Marsh  
David Morton  
Karen Muir  
Briana Strachan

**Safety Codes Council**  
Allison Karch, Danielle Paradis, Susan Rossmann

**Alberta Municipal Affairs**  
Laura Willcocks

**Guests**  
Shannon Wiebe, CART; Brittany Baltimore and Bard Golightly, BILD  
Alberta

**REGRETS:** Linnie Tse (Administrator); Gregory Beck (BSC Liaison);  
Lee Ramsdell (Vice Chair); Chris Schamber

**RECORDER:** Sandi Orr

**2018 MEETINGS:** September 12, November 14

## **1. Meeting Opening**

The Chair called the meeting to order at 10:00 a.m. and a round table introduction was held.

### **1.1. Agenda Adoption**

The following items were added to the agenda:

- 2.3. – Appointment of Bev Knudtson, Communication and Cognitive Disabilities
- 4.10. – Visitable Housing National Initiative

**Briana Strachan / Michael Francon moved that the agenda be adopted, as amended, with a flexible order of business to allow for guest presentations; CARRIED**

### **1.2. Adoption of Meeting Minutes**

**Michael Francon / Tang Lee moved that the minutes of the February 14, 2018 be adopted, as circulated; CARRIED**

### **1.3. Review Barrier Free Sub-Council Terms of Reference**

The Barrier Free Sub-Council Terms of Reference was included in the portal. This updated version includes corrections to terminology. Nothing has been done yet regarding including the term “inclusive design”.

A brief overview was provided regarding the Governance review and as a result, it was recommended that the sub-council wait to make a recommendation for the Board to approve the revised terms of reference until after this Governance review is completed as further changes may be made. It was suggested that members review the Terms of Reference and make suggestions at the next meeting. [All]

It was suggested that a discussion needs to be held regarding whether the terminology should be left as is rather than including inclusive design. During the initial creation of the Terms of Reference, it was noted that each member was asked to provide their definition of accessible. It was suggested this might be something to review again. This topic will be revisited at an autumn meeting.

## **2. Matters for Decision**

### **2.1. Liaison to Building Sub-Council**

With Yvette Werenka no longer on the sub-council, there is a need to appoint a new liaison to the Building Sub-Council.

The Chair reported that a lot of technical code issues are discussed, and they meet 5 times per year. Barry McCallum reported that he would consider being the liaison, but it has been suggested that if this was the case, consideration should be given to electing a new Chair.

An overview was provided regarding the goal of having liaisons to identify issues that could impact other disciplines.

David Morton was asked if he would consider and he asked for time to think about it. Karen Muir suggested that she might be interested but with it being her first meeting, she was unsure of other sub-council commitments.

It was suggested that consideration be given to having more than one person and that they could take turns attending the Building Sub-Council meetings as liaison. Although sometimes this is not ideal, with only barrier free issues being the focus, it was recognized that a shared responsibility would not be that challenging to manage.

**Tang Lee / Michael Francon moved to appoint Karen Muir and Tang Lee as liaisons to the Building Sub-Council; CARRIED**

The two members will work together to determine what BSC meetings they are available to attend. [Muir / Lee]

## **2.2. Volunteer for SCO Continuing Education**

Tang Lee and David Morton expressed interest. A brief overview was provided regarding the mandate of the working group.

**Tang Lee / Matthew Kay moved that David Morton be appointed to the SCO Continuing Education Working Group, as the representative from the Barrier Free Sub-Council; CARRIED**

## **2.3. Appointment of Bev Knudtson, Communication and Cognitive Disabilities**

The nomination was included in the portal and reviewed. Concern was expressed regarding the lack of experience with Communication disabilities and Cognitive disabilities. It was suggested that during orientation, it could be emphasized that this position is representing those disabilities. Brianna Strachan offered to provide any assistance or answers to any questions if needed. It was suggested that the Council considering talking with the nominee during the lunch break to gather additional information.

The Public Relations Coordinator reported that she spoke with the nominee and although she doesn't have a background in communication and cognitive disabilities, she does have access to that expertise through her employment at Alberta Health Services. She also emphasized she would welcome the opportunity to learn more about communication and cognitive disabilities

and would undertake any additional communication necessary to bring information on this industry segment to the sub-council.

**Tang Lee / Matthew Kay moved to recommend to the Board the appointment of Bev Knudtson to the Barrier Free Sub-Council, representing the Communication and Cognitive Disabilities industry segment, for a term until January 31, 2021, effective immediately; CARRIED**

### 3. Review Matters Arising/Action List

Date	Action	Responsible	Status/Update
May 10, 2017	Seek replacement nominees to fill vacant seats	Council Administration	In progress
May 10, 2017	Look into other best practices regarding visual signals including residential and hotels and report back to sub-council	Ramsdell	In progress
Nov. 15, 2017	Discuss the ability to provide free electronic copies of the guide online or to Building SCOs. <b>UPDATE:</b> not happening	Karch	This item will be removed from the agenda
Nov. 15, 2017	Discussion be held with Brianna Strachan on what they use in their marketing (e.g. icons) as some disabilities are not visible. <b>UPDATE:</b> This discussion was held and a new draft brochure will be brought back at a future meeting.	Karch	In progress
Feb 14, 2018	Update the BFSC terms of reference with new terminologies and consider the use of the term Inclusive Design.	Council Administration	Ongoing
Feb 14, 2018	Assist in researching potential organizations including Urban Planning and Architects.	Council Administration	On agenda, remove from action list
Feb 14, 2018	Talk with the Premier's Council to determine how best to facilitate engagement between the sub-council and the Premier's Council. <b>UPDATE:</b> Would like to see a process in place. The Council will follow up with the Premier's Council and report at the September 2018 meeting.	Council Administration	In progress
Feb 14, 2018	No proposed changes will be considered for inclusion in the next edition of the building code because of the tight publishing timeline, but any errors should be forwarded to the Barrier Free Administrator.	All	Remains outstanding

Date	Action	Responsible	Status/Update
Feb 14, 2018	Section 3.8 of both the current ABC and 2015 NFC will be provided for all sub-council members for any feedback pertaining to corrections only.	Tse/Chang	Remains outstanding
Feb 14, 2018	The Barrier Free Sub-Council requested consideration as the highlighted discipline for a future conference. <b>UPDATE:</b> Barrier Free Sub-Council will be the highlighted discipline at the 2020 conference.	Council Administration	This item will be removed

**4. Matters for Discussion**

**4.1. BILD Alberta – presentation 10:15 a.m.**

Brittany Baltimore and Bard Golightly were welcomed to the meeting and provided a presentation on BILD Alberta and their renovation and retrofit programs. Highlights of the presentation included:

- BILD Alberta is an association that merged Canadian Home Builders Association – Alberta and the Urban Development Institute
- An overview was provided on RenoMark:
  - RenoMark is a Federal partnership to raise awareness and educate homeowners about the dangers of working in the underground economy
  - Members agree to abide by the RenoMark Code of Conduct
  - A national database is available that lists all RenoMark certified contractors
  - Risks associated with hiring a contractor that is not RenoMark certified
  - Consumer and renovator tools and resources available
- An overview as provided on the Home Modification Council, including initiatives that are currently under development to engage qualified renovators serving vulnerable populations by working in a team approach with Occupational Therapists, caregivers, etc.

The floor was opened for questions and the following clarification was provided:

- Home Modification Council began as part of an aging-in-place approach
- Working with Occupational Therapists help in understanding future needs
- Membership is through a typical application process combined with a vetting process that looks at who is running the company, financial viability, etc.
- Violations of Code of Conduct are documented and BILD Alberta would work with the company to get them on track, but if unsuccessful they would lose their membership
- BILD Alberta looks out for the homeowner and was a big advocate for the mandatory new home warranty program
- It was questioned about professional involvement and ensuring renovators have the skills and knowledge necessary to complete complex types of renovations. Although it is recognized that they are not there yet, that is the future goal. It was also suggested that

there will likely be a subset of their own Code of Conduct including the use of experts in the industry.

- The government has not yet made the decision to include renovators in the Builder Licensing Program, but this program would help renovators get ahead of this before it becomes mandatory
- The general contractor is responsible for their sub-contractors
- It was suggested that when thinking about housing, consideration should be given to the 50+ population as they will be part of the senior population in 10 years and focusing on future needs will help them to stay in their home for longer

#### **4.2. Governance Review**

The Manager of Stakeholder Relations provided a high-level overview of all the work that has been done on the governance review, starting with the Board.

Briefing notes were included in the portal. An overview was provided of the existing bylaws and a series of questions were asked to gather input.

A round table discussion was held, and input was provided on a variety of areas including:

- What the TCC and the Sub-Council's roles should be
- How code adoption should flow
- How often the TCC should meet
- TCC membership
- How the Council should address Energy Codes

An overview was provided on how the Letter Ballot process is being revised to align with Council bylaws and governance best practices. Letter ballots will be used in the future only at a last resort.

It was explained that if there are development opportunities, these should be discussed with the Council. It was reported that with the new governance model, the Board will be requiring a clear and compelling rationale for changes to a sub-council's matrix. It was also suggested that a skills matrix be developed that identifies the desired skills for each spot on the membership matrix.

An overview was provided of the following Next Steps:

- This same presentation will be provided to gain input from each sub-council
- A summary report will be provided on what was heard from the Technical Coordinating Committee as well as all sub-councils
- A draft Terms of Reference will be developed for the TCC and each of the sub-councils for review at a future meeting; currently the Barrier Free Sub-Council is the only one that has Terms of Reference
- Changes will be anticipated to the bylaws
- Survey in the fall to gather feedback

#### **4.3. Potential Nominating Organization: Alberta Professional Planners Institute**

Correspondence was included in the portal. The Alberta Professional Planners Institute is interested in participating but a change in the matrix would be required. It was questioned about the Canadian Planning Institute and it was noted that the nominating organization should be provincial in scope.

Background was provided on the need to find a new nominating organization. The Urban Development Institute merged with BILD Alberta and they have been unable to get nominees to serve on the BFSC.

The matrix was reviewed on screen and it was questioned regarding Alberta Health Services as a nominating body. It was explained that Alberta Health makes policy and is different from AHS. It was questioned regarding what Planners would bring to the table and it was clarified this would provide the ability to discuss barrier free issues at the planning stages such as accessibility around construction sites, accessibility in new sub-divisions, etc. If the matrix change is approved, specific skill sets would be provided to APPI.

**Matthew Kay /David Morton moved to recommend to the Board a change in the matrix for the nominating organization for the Commercial Construction / Land Development industry segment from Urban Development Institute to the Alberta Professional Planners Institute; CARRIED**

#### **4.4. Wheelchair Spaces in Fixed Seating**

The Chair reported that work is being done regarding this issue but because there will be no new changes to the Building Code for this cycle, this has not been a priority. Some discussion has been held to leave the chart as is from the National Building Code but an Alberta specific provision be added regarding companion seating.

#### **4.5. Alberta Fire Summit**

The Chair thanked the Council for the opportunity to participate at the Alberta Fire Summit. The focus of this year's summit was around renovations in existing buildings. The sessions were well organized and enlightening.

It was suggested that something similar be considered for Barrier Free.

#### **4.6. Administrator/AMA Report**

The Administrator sent her regrets as she is out of the country, but she will attend the AGM.

Work continues on the code harmonization project for building and fire.

Section 3.8 is available in the portal at <http://memberportal.safetycodes.ab.ca/BF/Shared%20Documents1/Section%203.8%20-%20NBC2015.docx> for anyone to review for technical errors. As indicated previously, no major changes are being considered. It is still the goal to have the regulation to Cabinet in the fall. A brief overview was provided on timely code adoption.

Minor changes could trigger the need for changes to the Barrier Free Design Guide, so if there are any suggestions for changes, sub-council members were encouraged to contact the Administrator.

It was clarified that the Alberta Building Code and Alberta Fire Code will be in a similar format for this code cycle, but the National Codes with an Alberta supplement may be the format for the 2020 code cycle.

#### **4.7. BSC Liaison to BFSC Report**

In absence of the BSC liaison, there was nothing to report.

#### **4.8. Municipal Accessibility Committee Reports**

The following Municipal Accessibility Committee reports were provided:

- Edmonton—no one in attendance to report
- Calgary— no one in attendance to report
- Lethbridge—committed to auditing 150 buildings for accessibility and will be building a budget to improve public facility accessibility

#### **4.9. Council Updates**

The following report was provided:

- Outlook meeting requests are being used to determine anticipated attendance
- All expense reports should be sent to Gerry Letendre ([gerry.letendre@safetycodes.ab.ca](mailto:gerry.letendre@safetycodes.ab.ca))
- The conference is fast approaching, and members were encouraged to register if they have not already done so as the hotel is running out of room
- The Council office move is complete
- The Council has not had the opportunity to compile the survey results yet
- A package of information will be compiled and distributed to all sub-council members of parking, hotels, etc.
- The September meeting will be at the Council's new office

#### **4.10. Visitable Housing National Initiative**

The Chair reported on a new Federal initiative to make all housing visitable. A petition is underway and only 500 signatures are required to introduce this. Information was included in the portal for anyone interested in helping to reach this goal.



## **5. Meeting Finalization**

### **5.1. Meeting and Agenda Feedback**

Briana Strachan reported that this would be her last meeting and thanked everyone for the opportunity to serve on this sub-council.

Any agenda items for future meetings should be sent to the Chair, Allison Karch and Gerry Letendre.

### **5.2. Next Meeting: September 12, 2018**

The next meeting was reconfirmed for Wednesday, September 12, 2018 at the Council's new office.

#### **5.2.1. 2018 Conference & AGM: May 30 – June 1, Rimrock Hotel, Banff AB**

Members were reminded of the upcoming conference in Banff.

### **5.3. Meeting Adjournment**

**David Morton / Michael Francon moved that the meeting be adjourned; CARRIED**

The meeting was adjourned at 3:20 p.m.

-- NEW ACTION ITEMS --

**2.1. Liaison to Building Sub-Council**

The two members will work together to determine what BSC meetings they are available to attend. [Muir / Lee]

**-- MOTIONS --**

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