



**MINUTES OF THE
FOURTH BARRIER FREE SUB-COUNCIL MEETING OF 2017**

DATE: November 15, 2017

TIME: 10:00 a.m. to 2:50 p.m.

LOCATION: Radisson Hotel, Edmonton

PRESENT: **Sub-Council Members**
Barry McCallum, Chair
Bob Coyne
Tracy Douglas-Blowers
Michael Francon (until 2:45 p.m.)
David Morton
Lee Ramsdell (until 2:45 p.m.)
Chris Chamber
Yvette Werenka

Safety Codes Council
Allison Karch, Gerry Letendre

Alberta Municipal Affairs
Linnie Tse, Laura Willcocks

Guests
Shannon Wiebe, CART
Doug Darwish, Premier's Council Secretariat
Dr. Regan Treewater-Lipes, Premier's Council on the Status of Persons with Disabilities

REGRETS: Tang Lee
Stan Lennox
Briana Strachan
Gregory Beck, Building Sub-Council Liaison

RECORDER: Sandi Orr

2018 MEETINGS: February 14, May 9, September 12, November 14

1. Meeting Opening

The Chair called the meeting to order at 10:03 a.m. and a round table introduction was held.

1.1. Agenda Adoption

With Danielle Paradis unable to attend today's meeting, 3.1 – Council Connect was deferred.

Michael Francon / Lee Ramsdell moved that the agenda be adopted, as circulated, with a flexible order of business to allow for guest presentations; CARRIED

1.2. Previous Minutes

1.2.1. Adoption of Meeting Minutes

David Morton / Lee Ramsdell moved that the minutes of the September 13, 2017 be adopted, as circulated; CARRIED

2. Matters for Decision

2.1. Election of Vice Chair

The floor was opened for nominations. Tracy Douglas-Blowers was nominated and declined with thanks. Lee Ramsdell was nominated. After three calls and no further nominations, ***Lee Ramsdell was appointed as the Vice Chair of the Barrier Free Sub-Council, by acclamation.***

2.2. Letter from BILD Alberta re Nominating for BFSC

Correspondence from BILD Alberta was included in the portal and reviewed. As noted during a meeting the Council and BILD, it has been a challenge finding volunteers for the nominations of Home Construction and Commercial Construction Land Development, but that an invitation could be extended to BILD Alberta if code articles are being discussed at future meetings rather than having a full time representative serve on the sub-council.

It was suggested that perhaps a meeting be arranged between BILD Alberta and the sub-council for them to gain a better understanding of the work of the sub-council. It was noted that their issue is in getting volunteers, so it was uncertain if a meeting would resolve the issue.

2.3. Home Construction and Commercial Construction / Land Development seats

A discussion was held regarding the validity of the industry segments or should they be merged as one into a general "Construction" industry segment and if so, are there other nominating organizations that could be considered. It was suggested that when residential construction issues are being discussed, as BILD Alberta suggested, they would be willing to come as guests.

It was believed that these are two distinct industry segments that should not be merged. Concern was expressed regarding representation on a casual basis, particularly relative to commercial construction and development.

This led to a discussion regarding how the matrix was determined and it was explained this is likely a carry over from the former Barrier Free Advisory Committee. Allison Karch and Laura Willcocks will conduct further research of how the matrix was determined. [Karch / Willcocks]

Review of the matrix will be added to the next meeting agenda. [Council Administration]

It was suggested that consideration be given to the Brain Injury segment during the matrix review.

2.4. Resignation of Holly Payne representing Visual Disabilities

Correspondence was included in the portal and accepted as information.

2.5. Nomination of Matthew Kay to represent Visual Disabilities for a term ending January 31, 2021

The letter of nomination was included in the portal and reviewed.

Michael Francon / Tracy Douglas-Blowers moved to recommend to the Board the appointment of Matthew Kay to the Barrier Free Sub-Council, representing the Visual Disabilities industry segment, for a term ending January 31, 2021, effective immediately; CARRIED

3. Matters for Discussion

3.1. Council Connect

This item was deferred to the next meeting.

3.2. Premier's Council on the Status of Persons with Disabilities Presentation

Doug Darwish, Premier's Council Secretariat and Dr. Regan Treewater-Lipes, Premier's Council on the Status of Persons with Disabilities were welcomed to the meeting and a round table introduction was held.

An overview was provided of the Premier's Council and some of the projects they have been involved with, including having public buildings more accessible and barrier free accessibility for voters during the election. The Alberta Legislative Building was provided as an example of a public building that has barriers for several disability groups.

The mission of the Premier's Council on the Status of Persons with Disabilities is to advise on, report and make recommendations to the Government of Alberta on matters relating to the

opportunity for full and equal participation of persons with disabilities in the life of the Province. It does this by listening to the opinions of the disability community, communicating these ideas and concerns to the Government of Alberta and the broader community, and working with governments, community organizations, and other stakeholders towards solutions.

It was questioned regarding the hotel accessibility project and it was reported that this has been shared with the Premier's Council and there is willingness to support the project were possible.

Although their advice is provided to the Alberta Government, advice could also be provided to municipalities should they ask.

An overview was provided of the 15-member Board of Directors that have in-depth knowledge and experience of all disabilities. The review of Government Agencies, Boards and Committees created a delay in recruitment of new Board members.

It was questioned regarding the advisory process and clarified that when providing their advice, they do so in a way that facilitates continued communication back and forth to determine the most effective solutions.

It was questioned if the Premier's Council is reactive or proactively seek out issues to address. It was suggested that moving forward, both approaches will be used.

A copy of the Premier's Council of Status of Persons with Disabilities brochure was circulated. A copy of the new Barrier Free Design Guide was presented to the Secretariat.

A brief overview was provided of the some of the recent Barrier Free Sub-Council topics of discussion and it was reported that the sub-council is always available to be consulted on any issues that the Premier's Council is asked to provide advice on.

It was recognized that the code has gaps relative to barrier free provisions and the sub-council welcomes any advice that the Premier's Council could provide.

3.3. Barrier Free Design Guide Draft Brochure

The draft brochure was included in the portal and reviewed. The following suggestions were provided:

- Only one wheelchair and a different disability be included, or a scooter or walker be added
- Ensure graphics are code compliant (e.g. ramp requires handrails)
- No mention of those with hearing disabilities

Discussion also was held on the Barrier Free Design Guide (BFDG). The following suggestions were provided:

- Coil-bound would be more user-friendly, particularly for SCOs
- The guide should be available electronically, free or at a reduced charge

If the goal is to create more awareness, serious consideration should be given to having this available on line at no charge. In the meantime, it was suggested that an electronic copy should be provided to all Building SCOs. Allison Karch will discuss the ability to provide free electronic copies of the guide online or to Building SCOs. [Karch]

It was suggested that a discussion be held with Brianna Strachan on what they use in their marketing (e.g. icons) as some disabilities are not visible. [Karch]

It was requested that if anyone has any graphics or photos available for free use to please provide to the Council. [All]

3.4. Communication Opportunities

It was suggested that:

- a future discussion be held regarding another brochure targeted at building officials on things like the need for effective signage relative to barrier free provisions, etc.
- more information be provided about Barrier Free on the Council website, such as highlighting difference disabilities, links to associations that deal with persons with disabilities. It was further suggested that a Working Group could be developed to assist with the content development.
- the industry segment and nominating organization be added to the sub-council members' names on the website.

The floor was opened for further suggestions and the following was provided:

- There may be a need for sub-council members to attend other partner meetings to determine how the sub-council could support them
- Non-profit housing, service clubs, etc. should be included in communications
- Some sort of consistent formal presentation / message should be developed
- Further planning is needed on who to communicate to, what to communicate, what resources are available, etc.
- Perhaps there is a need to identify 3 to 5 key areas that need to be focused on

It was suggested that a working group be created to draft a communication strategy, including key focus points. It was suggested that a review of the Vision, Mission and Terms of Reference could be beneficial as a starting point. It was suggested this review be done with the whole sub-council and that a facilitator would help keep the sub-council on task. It was suggested that a facilitator might be available at <http://www.culturetourism.alberta.ca/community/programs-and-services/board-development/>. Further research will be conducted, and a report will be provided to the sub-council. [Council Administration]

3.5. Creating Accessible Hotels in Alberta Report

The Administrator provided a brief report on a meeting at Municipal Affairs regarding accessibility projects and resources.

Tracy Douglas-Blowers reported that templates have been developed, based on the Barrier Free Design Guide, to assist with creating accessible hotels in Alberta. Many hotels want to be more accessible but need guidance. It is hoped that a joint project can be launched by the Ministry of Culture and Tourism and the Alberta Hotel and Lodging Association to increase accessibility in Alberta hotels.

3.6. Window Safety Code Change Request

The proposed changes to the Building Code and letters of support were included in the portal and reviewed. After the information was provided at the Technical Coordinating Committee meeting, the Sub-Council Chair reviewed the proposed code changes and provided feedback to Bruce Schultz.

The primary concern is relative to window heights and the lack of opening limiters which is creating a safety issue for children. It was clarified that the primary change is to have the window sill height at 900 mm and it is not believed to be a barrier free issue.

From a barrier free perspective, the sub-council agrees with the intent of the changes, but concerns were raised regarding persons using wheelchairs being unable to see out the window or someone that may have issues with arthritis or other ailments that would make it difficult to open the windows if the hardware is too difficult.

The Chair and David Morton will discuss these issues with Bruce Schultz. [McCallum / Morton]

It was suggested there may be a need to discuss best practices relative to windows for inclusion in the Barrier Free Design Guide in the future.

3.7. Code Changes/Amendments re: Barrier Free Provisions

The Administrator reminded everyone that the focus should be on inclusivity rather than Universal Design. The focus needs to be on the users of the environment.

It was reported that while compiling the Barrier Free Design Guide, several gaps were found. Members were asked to think about what gaps they believe need to be addressed that could be submitted as proposed code changes.

3.8. Public Review of Code Changes

This year's public review of the 2020 National Building Code Changes has been received. An overview was provided of the proposed changes that could affect barrier free provisions:

- Fire Alarm & Detection Systems
- Doors and Door Hardware
- Panic Hardware
- Stairs, Ramps, Handrails and Guards
- Floor and stairwell identification
- Elevator Car Dimensions
- Interconnection of smoke alarms

A summary report is included in the portal for further review.

3.9. BSC Liaison Report

Yvette Werenka provided a brief overview of the topics discussed at the last Building Sub-Council meeting:

- Falls from windows
- Public review of code changes
- Building is the focus-discipline for this year's conference and it was suggested maybe a small portion of the décor could include barrier free

3.10. BFSC Liaison Report

This item was deferred as Gregory Beck was unable to attend the meeting.

3.11. Municipal Accessibility Committee Reports

Lethbridge—met last week, a brief overview was provided of an upcoming project for inclusivity not just into buildings but including all areas (e.g. transportation, parking lots, etc.)

Calgary—updating their strategic plan in January, Federal department under NRC is looking at accreditation for service animals but the provincial government already has a program so there is uncertainty how the two programs would work together, introduction of Disability Legislation expected in 2018

Edmonton—nothing to report

3.12. Council Updates

The sponsorship package for the Conference is now available in the portal.

There is still space available in the New Member Orientation (November 28, 2017) and Effective Meetings Workshops (November 29, 2017) which are being held at the Radisson Edmonton South.

Council’s Christmas Open House will be held on Thursday, December 14, 2017 from 3 to 5 p.m.

The Council is moving offices in April 2018 and meeting space will be available for all sub-council meetings to be held there. It is likely to transition in the fall and video conferencing is being looked at. It was questioned about suggestions the sub-council might need to ease the transition. It was suggested that a Hearing Loop System be installed. Suggestions for Barrier Free washroom facilities were provided.

4. Review Matters Arising/Action List

Date	Action	Responsible	Status/Update
May 10, 2017	Seek replacement nominees to fill vacant seats	Council Administration	Ongoing
May 10, 2017	Determine whether Parking Placard Advisory Committee has been created and see if the BFSC can get a representative on the committee UPDATE: a discussion was held about some of the rules for the use of the Parking Placard	Tse	Under Service Alberta, remove from Action List
May 10, 2017	Look into other best practices regarding visual signals and report back to sub-council	Ramsdell	Will report at February meeting
Sept. 13, 2017	Arrange a presentation about A Place to Call Home Project – MS Society	Coyne/Karch	Available for February meeting
Sept. 13, 2017	Accessible Medical Facilities – Members to review information and provide any questions, clarification or additional feedback to the Administrator	All	Completed, remove from Action List
Sept. 13, 2017	Merger of UDI and CHBA-Alberta into BILD Alberta – Invite representative of BILD to discuss two seats on sub-council.	Karch	Extend invitation but if declined remove from Action List

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

It was suggested that the next meeting should start by reviewing the Terms of Reference and this should be reviewed at every meeting to ensure that sub-council stays on track regarding its mandate.

5.2. Next Meeting: February 14, 2018

The next meeting was reconfirmed for Wednesday, February 14, 2018 at 10:00 a.m. in Edmonton.

5.2.1. 2018 AGM: May 30 – June 1, Rimrock Hotel, Banff, AB

Members were reminded of the AGM and Conference will be May 30 to June 1, 2018 at the Rimrock Hotel in Banff.

5.3. Meeting Adjournment

Various videos can be accessed at <http://quaddesign.ca/video.html>, including the Town of Cochrane's experiential accessibility exercise and workshop.

The meeting was adjourned at 2:50 p.m.

-- NEW ACTION ITEMS --

2.3. Home Construction and Commercial Construction / Land Development seats

Allison Karch and Laura Willcocks will conduct further research of how the matrix was determined. [Karch / Willcocks]

Review of the matrix will be added to the next meeting agenda. [Council Administration]

3.3. Barrier Free Design Guide Draft Brochure

Allison Karch will discuss the ability to provide free electronic copies of the guide online or to Building SCOs. [Karch]

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It was requested that if anyone has any graphics or photos available for free use to please provide to the Council. [All]

3.4. Communication Opportunities

Regarding facilitated review of Terms of Reference, further research will be conducted, and a report will be provided to the sub-council. [Council Administration]

3.6. Window Safety Code Change Request

The Chair and David Morton will discuss these issues with Bruce Schultz. [McCallum / Morton]

-- MOTIONS --

1.1. Agenda Adoption

Michael Francon / Lee Ramsdell moved that the agenda be adopted, as circulated, with a flexible order of business to allow for guest presentations; CARRIED

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