



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

DATE: November 20, 2019

TIME: 9:00 a.m. to 2:15 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
Karen Muir, Chair
Michael Francon
Matthew Kay
Bev Knudtson
Tang Lee
Robert Lipka
Barry McCallum
Lee Ramsdell (Vice Chair)
Chris Schamber

Safety Codes Council
Allison Karch, Kathryn Derkach

Alberta Municipal Affairs
Linnie Tse (Administrator), Laura Willcocks

Guests
Shannon Wiebe, CART

REGRETS: Tracy Douglas-Blowers, Bob Macklon, Tanya Marsh, David Morton

RECORDER: Sandi Orr

2020 MEETINGS: February 20, June 10, September 23, November 18

1. Meeting Opening

The Chair called the meeting to order at 9:00 a.m. and a round table introduction was held.

1.1. Agenda Adoption

The following items were added to the agenda:

- 2.2 - Nominating Organization for Aging Population
- 2.3. - Matrix Motions from Previous Meeting
- 4.1.4. - Lack of Awareness of Public/Owners re: Barrier Free Minimum Requirements

Bev Knudtson / Michael Francon moved that the agenda be adopted, as amended, with a flexible order of business; CARRIED

1.2. Adoption of Meeting Minutes

It was noted that a separate list is now after the action list to track future updates for the Barrier Free Design Guide so these do not have to be revisited every meeting.

Under 4.3.6., the paragraph “Best practices in the design guide could be enhanced. Further information and suggestions will be provided to the Administrator for consideration of including in the Barrier Free Design Guide. [Knudtson]” was deleted as this had already been completed.

Barry McCallum/ Robert Lipka moved that the minutes of the October 2, 2019 be corrected, as amended; CARRIED

2. Matters for Decision

2.1. Skills Matrix

The document was included in the portal but it was noted that not all industry segments are completed yet. It was suggested that a general discussion be held but that approval of the document be deferred until the skills for all industry segments are defined.

The draft document included in the portal was reviewed and changes were discussed. Council staff will make the edits and bring a redline document to the next meeting for review.

The discussion led to whether representation from a policy perspective should be included. It was suggested that guests with that expertise could be brought in when necessary, rather than recommending a change to the matrix. It was suggested that an issue should be defined first in order to invite individuals or organizations with the appropriate expertise. It was suggested that a link to the Ministry of Community and Social Services be sought to enable the sub-council to request guests as needed. Laura Willcocks will look into this further and provide a report at the next meeting. [Willcocks]

For those not yet submitted, sub-council members were asked to submit the recommended skills for their industry segment by January 30, 2020. [All]

2.2. Nominating Organization for Aging Population

Correspondence from Sage Seniors Association indicating they no longer wish to be a nominating organization was included in the portal. Correspondence was included in the portal from the Alberta Seniors Communities and Housing Association (ASCHA) expressing interest in being the nomination organization for the Aging Population industry segment.

With the change in nominating organizations, a new representative would be appointed for this industry segment. Michael Francon was thanked for his many years of service on the sub-council.

Michael Francon / Lee Ramsdell moved to recommend to Board changing the nominating organization for the Aging Population industry segment from Sage Seniors Association to the Alberta Seniors Communities and Housing Association (ASCHA); CARRIED

2.3. Matrix Motions from Previous Meeting

At the previous meeting, one motion was made about the matrix that included several recommendations. It was suggested that separate motions be made on these recommendations to allow them to be considered and acted on individually.

Barry McCallum / Michael Francon moved that the Barrier Free Sub-Council has reviewed their matrix and recommends to the Board that the Residential Apartment and Condominium Owners/Managers industry segment's nominating organization be revised to Alberta Residential Landlord Association; CARRIED

Robert Lipka / Chris Schamber moved to recommend to the Board that the industry segment of Commercial Construction / Land Development be revised to read Land Development / Construction with the nominating organization continuing to be the Alberta Professional Planning Institute; CARRIED

3. Review Matters Arising/Action List

The priorities list was discussed and it was noted that it would be beneficial to maintain a list of the items that are not being worked on at this time. This will be added as a separate "parking lot" list after the action items. [Council Administration]

	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, remove from action list
2.	Barrier free content for SCO certification and continuing education	Members are encouraged to make the Council aware of any barrier free continuing education opportunities that could be promoted to SCOs.	Oct. 2/19	All	Ongoing, remove from action list
3.	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
4.	Barrier Free requirements being non-mandatory in the Elevator Code	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. UPDATE: A joint working group was suggested with Barrier Free, Building and Elevator. The gap is relative to Building permits not always being taken out for modifications so a Building inspection is not being completed.	Oct. 2/19	Schamber	Complete, remove from action list
		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	In progress
5.	Awareness of barrier free including the design guide and minimum requirements	Track organizations or industry groups who have been informed of the guide. Update: Spreadsheet has been created, included in the portal and reviewed. AUMA was added to the list and Lee Ramsdell will contact them. 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	Lipka Macklon Francon	Ongoing

		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 Morton Marsh	On agenda 4.1.4.
6.	Barrier free enforcement from a provincial perspective	Laura Willcocks with discuss this item further with David Morton	Oct. 2/19	Willcocks	On Hold
7.	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
8.	Barrier free content for architects	A letter will be drafted on behalf of the Barrier Free Sub-Council that could be sent to all architectural, planner and interior design 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	Oct. 2/19	Lee / Council Administration	See item 4.1.2 on agenda
9.	SCO training content	Continue to look into whether or not SCO training that includes the barrier free requirements be available for non-SCOs. Update: Syllabus of Course 100125 was shown on screen. The course is available for anyone to take, but it was recognized that there is more than just barrier-free topics included in the course.	Oct. 2/19	Karch/ Rossmann	In progress
		Further information will be provided on cost, time frame to take course, and delivery options.	Nov 20/19	Council Administration	In progress

4. Matters for Discussion

4.1. Research Topics Arising from Previous Meetings

4.1.1. Social Policy Change for Assisted Listening Devices

Research was included in the portal as information. An overview was provided of the different levels of hearing loss and what noises are also picked up by hearing aids. An explanation was provided on how the t coil system works. A social policy change was recommended that localized audio frequency induction loop systems be provided in specific spaces where public safety is critical. It was reported that most hearing aids have a telecoil or it is available as an option.

The Administrator reported that NRC is currently in the process of making changes to the National Building Code to better improve accessibility and this could be a good time to make proposed changes.

An overview was provided on the research being done by Alberta Health Services in order to pilot systems to determine the most effective way to assist clients with hearing loss and concern was expressed regarding specifying the type of system that should be used.

Michael Francon / Barry McCallum moved that the Barrier Free Sub-Council provide information to the Barrier Free Administrator relative to hearing loop systems, with an example of the types of public spaces, for a submission to the National Research Council;
CARRIED [Ramsdell]

It was suggested that the Assisted Hearing Devices section of the Barrier Free Design Guide could also be updated to include the varying types of devices available.

4.1.2. Letter to design schools

The draft letter was included in the portal. It was suggested that the availability of courses be included. Consensus was reached to send the correspondence to design schools in Alberta.
[Council Administration]

Tang Lee will provide the Council with contact information for educational institutes. [Lee]

Robert Lipka will draft correspondence specific to planners and architects. [Lipka]

4.1.3. Lack of awareness of bariatric needs and design requirements

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]

Recommended additions to the Guide, including this one, will be noted in a table at the end of each agenda.

4.1.4. Lack of Awareness of Public/Owners re: Barrier Free Minimum Requirements

Research was included in the portal as information. Additional feedback is being sought from APPI before presenting the final draft for next steps. [Lipka]

4.2. New Research Topics

4.2.1. Heights of Operational Controls for Mobility Impaired Individuals

Chris Schamber provided a presentation on the heights of operational controls for mobility impaired individuals. The presentation included photographs of the challenges:

- Traffic control pedestrian buttons when there are large bases or they are further off the path of travel that makes it difficult to reach
- Height of plugs, alarms, light switches
- Elevator controls
- Door opening sensors

It was suggested that universal height of operating controls would be beneficial for individuals to access a safe path of travel through the community from point A to point B nationwide.

It was uncertain whether the best path forward would be a technical change, policy change or education. It was recognized that there are multiple issues regarding traffic control pedestrian buttons and that these traffic controls are outside of the scope of the Building Code. Some municipalities address these issues within through their own barrier free guidelines.

It was reported that there is a national transportation guide for access design. It was questioned if the guide would include information relative to the issues that have been described.

Examples were provided of controls within elevators that are not reachable for someone using a wheelchair.

This led to a discussion regarding the National Disabilities Act. The Act states what should be done and it would be up to each province to create regulations to specify how things are done.

A discussion was held regarding how to address issues related to controls within the Building Code. It was noted that a range could still be included in the Building Code, but the best practice should be a universal height of approximately 1 metre. This information could be provided to the National Research Council.

Chris Schamber / Lee Ramsdell moved that the Barrier Free Sub-Council provide information to the Barrier Free Administrator, relative to optimum height of controls addressed within the Building Code, for a submission to the National Research Council; CARRIED [Schamber]

Although it was recognized that the traffic controls are outside of the scope of the Safety Codes Act, Robert Lipka will circulate the national guide to determine how outdoor accessibility issues outside of the Building Code are addressed. [Lipka / Schamber]

Relative to the location of elevator controls, it was suggested that additional research be conducted for best practices that could be provided to AEDARSA for consideration. [Schamber]

4.3. BSC Liaison Report

The BFSC Liaison reported that she asked the Building Sub-Council if they have seen any gaps relative to barrier free design. It was reported that there are disconnects at the development stage. It was reported that the City of Edmonton has a pre-planning meeting where SCOs are welcome to participate and provide feedback before permits are issued. This item will be added to the parking lot. [Council Administration]

The review of the NBC 2020 proposed code changes took up the majority of the last BSC meeting. The majority of those proposed changes did not affect barrier free requirements. One proposed change that did affect accessibility was the requirement for grab bars. Concerns were expressed by sub-council members about these being mandatory in single family dwellings. It was recognized that this requirement does not affect Section 3.8.

It was reported that NRC is looking at revisions to Section 3.8, but those revisions are unknown at this time. If proposed changes are made to Section 3.8 for inclusion in the NBC 2020, they will be provided in the portal and members will be asked to provide feedback prior to the February 2020 meeting. [All]

4.4. Conference Planning Update

A brief update was provided on the progress of the conference planning. The Council reported that one of the keynote speakers has a barrier free theme. The focus of the conference planning for the discipline should be on the Wednesday evening function. Members were encouraged to stay after the meeting to continue discussions.

4.5. Administrator/AMA Report

It was reported that the term 'barrier free' is being replaced with 'accessibility' and the wording in the next edition of the National Building Code will be updated.

4.6. Council Updates

The Council Updates were included in the portal and the following was highlighted:

- Recommendations to the Board will be presented at their meeting at the end of November, 2019
- Members were reminded of the mandatory FOIP training
- An update was provided on the changes to the Expenses Policy
- Council Holiday Open House is on Friday, November 29 from 3:00 – 6:00 p.m.

5. Meeting Finalization

5.1. Round Table

A round table was held and the following noted:

- An overview was provided regarding City of Edmonton's development of department policies on accessibility. The City of Edmonton is revising their design guide and asked if parts of the Alberta Barrier Free Design Guide can be used in their guide. A series of questions will be forwarded to Council on this.
- Michael Francon thanked everyone and expressed appreciation to be able to represent his industry segment for several years. Michael was thanked for his years of service on the Council.

It was reported that as of January 1, 2020, the Council has made the business decision to do all sub-council administration in house. Sandi Orr was thanked for 19+ years of service as a contractor of the Council.

5.2. Next Meeting

The next meeting was reconfirmed for Wednesday, February 20, 2020 at the Council office at 9:00 a.m.

5.3. Meeting Adjournment

The meeting was adjourned at 2:15 p.m.

-- NEW ACTION ITEMS --

2.1. Skills Matrix

It was suggested that a link to the Ministry of Community and Social Services be sought to enable the sub-council to request guests as needed. Laura Willcocks will look into this further and provide a report at the next meeting. [Willcocks]

For those not yet submitted, sub-council members were asked to submit the recommended skills for their industry segment by January 30, 2020. [All]

3. Review Matters Arising/Action List

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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. [Council Administration]

SCO training content relative to barrier free - Further information will be provided on cost, time frame to take course, and delivery options. [Council Administration]

4.1.1. Social Policy Change for Assisted Listening Devices

Barrier Free Sub-Council will provide information to the Barrier Free Administrator relative to hearing loop systems, with an example of the types of public spaces, for a submission to the National Research Council. [Ramsdell]

4.1.2. Letter to design schools

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4.2.1. Heights of Operational Controls for Mobility Impaired Individuals

Barrier Free Sub-Council will provide information to the Barrier Free Administrator, relative to optimum height of controls addressed within the Building Code, for a submission to the National Research Council. [Schamber]

Although it was recognized that the traffic controls are outside of the scope of the Safety Codes Act, Robert Lipka will circulate the national guide to determine how outdoor accessibility issues outside of the Building Code are addressed. [Lipka / Schamber]

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-- MOTIONS --

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