



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

**DATE:** February 14, 2018

**TIME:** 10:00 a.m. to 2:05 p.m.

**LOCATION:** Radisson Hotel, Edmonton

**PRESENT:** **Sub-Council Members**  
Barry McCallum, Chair  
Bob Coyne  
Tracy Douglas-Blowers  
Michael Francon  
Matthew Kay  
Tang Lee  
David Morton  
Lee Ramsdell  
Chris Schamber  
Briana Strachan (arrived at 10:42 a.m.)

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

**Alberta Municipal Affairs**  
Linnie Tse, Laura Willcocks, Paul Chang

**Guests**  
Shannon Wiebe, CART; Julie Kelndorfer, MS Society

**REGRETS:** Yvette Werenka  
Gregory Beck, Building Sub-Council Liaison

**RECORDER:** Sandi Orr

**2018 MEETINGS:** 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**

The following item was added to the agenda:

- 2.3.3 Nomination of Tanya Marsh to represent Non-Residential Building Management for a term ending January 31, 2021

**Lee Ramsdell / Matthew Kay 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 / Chris Schamber moved that the minutes of the November 15, 2017 be adopted, as circulated; CARRIED**

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

The existing Terms of Reference was included in the portal and reviewed. An excerpt from the Minutes of February 26, 2014 was also included which identifies a few minor revisions made to the document.

The objectives of the sub-council were reviewed to ensure that all members are of the same understanding. It was suggested the document be updated with new terminologies and to consider the use of the term Inclusive Design. [Council Administration]

## **2. Matters for Decision**

### **2.1. Annual BFSC Matrix Review**

The current Matrix Policy was included in the portal. It was explained that the matrix needs to be reviewed annually.

As discussed at the last meeting, BILD Alberta was formed through a merge of the Canadian Homebuilders Association and the Urban Development Institute. As BILD Alberta is experiencing challenges with getting volunteers, they have requested to be removed as the nominating organization. However, if those industry segments are to remain on the matrix, different nominating organizations for Home Construction and for Commercial Construction / Land Development would be required. The Council can assist in doing research of potential organizations including Urban Planning and Architects. [Council Administration]

It was noted that BILD Alberta has agreed to attend the May 2018 meeting to give a presentation about their organization.

Members were asked if there are any gaps or industry segments missing. It was suggested that the sub-council may benefit from increased engagement with the Premiere's Council, but this can be done through increased invitations to the meetings.

**Chris Chamber / Briana Strachan moved to reaffirm the current matrix; CARRIED**

## **2.2. Resignation of Stan Lennox (Non-Residential Building Management industry segment**

Stan Lennox's letter of resignation was included in the portal and accepted as information.

## **2.3. Appointments**

### **2.3.1 Nomination of Keith McMullen to represent Residential Apartment and Condominium Owners/Managers for a term ending January 31, 2021**

The nomination was included in the portal and reviewed.

**David Morton / Chris Chamber moved to recommend to the Board the appointment of Keith McMullen to the Barrier Free Sub-Council, representing the Residential Apartment and Condominium Owners/Managers industry segment for a term until January 31, 2021, effective immediately; CARRIED**

### **2.3.2. Re-nomination of Tracy Douglas-Blowers to represent Hotel and Tourism Industry for a term ending January 31, 2021**

Correspondence was included in the portal and reviewed.

**Chris Chamber / Michael Francon moved to recommend to the Board the reappointment of Tracy Douglas-Blowers to the Barrier Free Sub-Council, representing the Hotel and Tourism industry segment for a term until January 31, 2021, effective immediately; CARRIED**

### **2.3.3 Nomination of Tanya Marsh to represent Non-Residential Building Management for a term ending January 31, 2021**

The nomination was included in the portal and reviewed.

**Tang Lee / Tracy Douglas-Blowers moved to recommend to the Board the appointment of Tanya Marsh to the Barrier Free Sub-Council, representing the Non-Residential Building Management industry segment for a term until January 31, 2021, effective immediately; CARRIED**

Briana Strachan reported that her organization is not supporting her reappointment due to other priorities and lack of resources. A recommendation will be brought forward relative to another individual that has extensive experience with Communication and Cognitive Disabilities. It was

noted that Briana Strachan will remain as a sub-council member until a replacement is appointed by the Council's Board of Directors.

### 3. 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	Look into other best practices regarding visual signals including residential and hotels and report back to sub-council	Ramsdell	Outstanding
Sept. 13, 2017	Invite representative of BILD Alberta to discuss seats on sub-council matrix <b>UPDATE:</b> Attending May meeting	Karch	Completed, remove from agenda
Nov. 15, 2017	Conduct further research on how the BFSC matrix was determined. <b>UPDATE:</b> A historic document was included in the portal as information. It was suggested this be part of the BFSC orientation package.	Karch / Willcocks	Closed, remove from agenda
Nov. 15, 2017	Discuss the ability to provide free electronic copies of the guide online or to Building SCOs. <b>UPDATE:</b> Also important for Architecture students or non-profits and hoped that a discounted rate could be available	Karch	Outstanding
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.	Karch	Outstanding
Nov. 15, 2017	It was requested that if anyone has any graphics or photos available for free use to please provide to the Council.	All	Closed, remove from agenda
Nov. 15, 2017	Regarding facilitated review of Terms of Reference, further research will be conducted, and a report will be provided to the sub-council.	Council Administration	Being discussed at Council
Nov. 15, 2017	Regarding a window safety code change request, the Chair and David Morton will discuss these issues with Bruce Schultz. <b>UPDATE:</b> The Chair's recommendations provided regarding accessibility	McCallum / Morton	Closed, remove from agenda

The photo action item led to in-depth discussion regarding barrier free deficiencies.

## **4. Matters for Discussion**

### **4.1. A Place to Call Home Presentation**

Julie Kelndorfer was welcomed to the meeting and provided a presentation on the A Place to Call Home Alliance. The presentation as included in the portal as reference and highlights of the presentation included an overview of the:

- Background of the initiative as a result of Continuing Care Resolution Team (CCRT) recommendations
- The Symposium held in May 2016
- The Report and Recommendations
- The 5 Key Principles of the initiative
- The 5 Priorities for Action:
  - (1) Better living environments for more independence
  - (2) Personalized packages of integrated care that follow individuals along the continuum of care
  - (3) Strategies to address individual lifestyles
  - (4) Enhanced navigation and transitions
  - (5) Caregiver education and respite
- The 3 Recommendations for Next Steps:
  - (1) Have key decision makers accept this report for information, and distribute copies to all participants, other stakeholders and interested members of the public.
  - (2) Establish a Place to Call Home Alliance to coordinate and oversee the priorities for action, including the development of an action plan with timelines, leadership, participants and resources.
  - (3) Explore further opportunities with partners to focus on emerging technology for current and future continuing care clients, such as hosting a “hacking health” day
- The Vision, Purpose, Objectives and Structure of the Alberta Alliance for Adults with Disabilities

The floor was opened for questions and the following was noted:

- It was questioned what happens after 64 years of age and it was noted that the alliance believes there are a number of other agencies and services available to address the needs of senior housing
- There is a need to gain a better understanding of what is needed in order to stay in the community and how some are forced to move into a facility because they can't afford home modifications to make it accessible
- The alliance is struggling right now to gain funding
- It was suggested to engage educational institutes and labour to assist in keeping individuals in their homes
- Specific populations have been identified but the hard of hearing community has not been engaged specifically at this time

## 4.2. Understanding Government Policy presentation

A presentation was shown on screen regarding Understanding Government Policy and included in the portal for reference. Highlights of the presentation included:

- What Policy is
- Government is best defined as the Executive Branch (Cabinet)
- Government Policy Authority comes from the Constitution and Acts
- Acts allow the government to take action through many tools including Regulations and Operating Policies
- An overview was provided on:
  - How Government Policy is developed
  - How policy makers determine which policy to use
  - How laws are created
  - How Government decisions are made, including the Flow Chart used for making decisions
  - How laws are drafted
  - What the Department does
  - How the Council fits in for Safety Codes Policy
  - How the Council and the Government can work together
- It was emphasized that the Minister is ultimate accountable for making the decision

Any questions can be addressed to [laura.willcocks@gov.ab.ca](mailto:laura.willcocks@gov.ab.ca).

## 4.3. Building, Fire and Elevating Devices Code Harmonization Update

It was reported that the Minister has given the direction that a new edition of the Alberta Building Code, based on the NBC 2015, be adopted as quickly as possible. A new edition of the Alberta Fire Code based on the NFC 2015, the NECB 2017, and National Elevator Code 2016 are also being adopted. The Regulation will be changed to allow for automatic adoption starting with the 2020 codes.

There is no increase in the cost of the new edition of the code, which will be called the *National Building Code 2015 Alberta Edition*. **It was reported that the provincial governments are working with NRC on a new funding model and it is expected that the national codes will be available online, free of charge, in 2020.**

The floor was opened for questions and the following was noted:

- Any supplements published in Alberta would also be adopted through this automatic adoption process.
- No proposed changes will be considered for inclusion to 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]

- The National Code references B651-12 (R2017) – Accessible design for the built environment and there will be a need to determine whether this should or shouldn't be referenced for Alberta.
- 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]

#### **4.4. Elevator Operations and Accessibility STANDATA**

The Elevator Operations and Accessibility STANDATA – 14-BCI-018 was included in the portal as information. The following was noted:

- Elevators are required to have routine safety inspections performed under the Elevating Devices Regulation, but the current Regulation does not state that elevators must be "running" or in an operational state for normal usage.
- Previous interpretations of the safety codes have not provided clear authority for elevators to be operational ("running") under normal usage.
- AMA staff undertook a cross-discipline review of the codes for this question in 2017.
  - It was concluded that current occupancy requirements for barrier-free path of travel (Barrier-free access, Article 3.8.2.1.) under the ABC identified authority that a building safety codes officer has the authority to order an elevator into operation to comply with the requirements for a barrier free path of travel or access to normally occupied floor areas.
  - Specific conditions are described in the Building Interpretation related to repair etc.
  - This interpretation has been applied successfully in one municipality as a pilot prior to the formal development of the STANDATA.

Clarification was provided that a Fire, Building or Elevator SCO can issue an order with regard to an infraction of this nature. It was clarified that elevator inspections are conducted annually and there is a requirement for regular maintenance to be documented.

#### **4.5. Platform Lifts in Public Buildings**

An excerpt of the City of Lethbridge Accessibility Design Guide (January 2018) relative to Platform Lifts was included in the portal as information.

#### **4.6. Best Practices in Parking Stall Design**

A presentation was shown on screen that included:

- Vehicles that use accessible parking and the types of ramps installed
- Difficulties with accessible parking, including location of curb cuts and lack of snow removal
- Solutions for universal accessible parking diagrams were shown

- It is believed there is an opportunity for Alberta to set a precedent on accessible parking stall design

#### **4.7. Premier's Council Update**

The Council will talk with the Premier's Council to determine how best to facilitate more engagement between the sub-council and the Premier's Council. [Council Administration]

#### **4.8. Arena/Stadium Seating**

It is believed that companion and caregiver seating still needs to be addressed in the Building Code. Based on the earlier presentation regarding the adoption of the NBC 2015 in 2018, this would be deferred to the 2020 Code.

In the meantime, it was suggested a working group be established to review this and make recommendations.

Chris Schamber, David Morton and Barry McCallum volunteered to serve on the working group with the assistance of the Barrier Free Administrator.

#### **4.9. Administrator Report**

The Barrier Free Administrator reported the following:

- New Assistant Deputy Minister – Dale Beesley
- Provincial Fire Administrator – Tina Parker
- Fire Commissioner – Kevan Jess

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

There was no report available.

#### **4.11. Municipal Accessibility Committee Reports**

Lethbridge—Facility Assessment completed, looking at the development of an accessibility plan

Calgary—there was no report available

Edmonton—there was no report available

#### **4.12. Council Updates**

A new Public Member has been appointed by the Minister and will be in attendance at the May 2018 meeting. It was noted that Yvette Werenka will be invited to the Conference to be recognized for her contribution to the safety system.



It was reported that the application forms for the Dr. Sauer, Certification and Accreditation awards are now available in the portal. Nominations are open until March 30, 2018.

Effective Meetings Training and Appeals Training workshops are scheduled for April 11-12 and October 17-18, 2018.

Members were reminded that if they are asked by other groups to speak on behalf of the work of sub-council, please inform the Council. Assistance with presentations is available.

#### **4.12.1. Results of Matrix Change Recommendation**

It was reported that the Board approved the sub-council's recommendation to change the name of the Communication Disabilities industry segment to Communication and Cognitive Disabilities.

### **5. Meeting Finalization**

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

There was nothing new to present.

#### **5.2. Next Meeting**

The next meeting was reconfirmed for Wednesday, May 9, 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.

The Barrier Free Sub-Council requested consideration as the highlighted discipline for a future conference. [Council Administration]

#### **5.3. Meeting Adjournment**

The meeting was adjourned at 2:05 p.m.

-- NEW ACTION ITEMS --

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

It was suggested the document be updated with new terminologies and to consider the use of the term Inclusive Design. [Council Administration]

**2.1. Annual BFSC Matrix Review**

The Council can assist in doing research of potential organizations including Urban Planning and Architects. [Council Administration]

**4.3. Building, Fire and Elevating Devices Code Harmonization Update**

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Section 3.8 will be provided for all sub-council members. [Tse/Chang]

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**-- MOTIONS --**

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