



Safety Codes Council

MINUTES OF THE FIRST BARRIER FREE SUB-COUNCIL MEETING OF 2021

DATE: February 17, 2021

TIME: 9:00 a.m. to 12:15 p.m.

LOCATION: Teleconference

PRESENT: *Sub-Council Members*
Karen Muir, Chair
Matthew Kay
Bev Knudtson
Robert Lipka
Bob Macklon
Ron Wickman
Georg Rath
Donna Monkhouse
Brian Huxley
Lee Ramsdell
Deliany Sather
Chris Chamber
Helen Evans Warren

Safety Codes Council
Kathryn Derkach, Jennifer Johnson

Alberta Municipal Affairs
Linnie Tse, Laura Willcocks

REGRETS: Tanya Marsh (Vice Chair)

GUESTS: Keith Jansen (BSC Liaison)

RECORDER: Jennifer Johnson

2021 MEETINGS: June 16, October 13, December 1

1. Meeting Opening

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

1.1 Agenda Adoption

Lee Ramsdell/Helen Evans Warren moved that the agenda be adopted, as circulated; **CARRIED**

1.2 Adoption of the November 18, 2020 Minutes

Matthew Kay/Chris Schamber moved to adopt the minutes of the November 18, 2020 meeting, as circulated; **CARRIED**

2. Matters for Decision

2.1. Closed Session

Chris Schamber/Helen Evans Warren moved to go into closed session; **CARRIED.**

Brian Huxley/Helen Evans Warren moved to come out of closed session; **CARRIED.**

2.1.1. Reappointment of Matthew Kay to represent Visual Disabilities

Lee Ramsdell/Chris Schamber moved to recommend to the Board reappointment of Matthew Kay to the Barrier Free Sub-Council to represent Visual Disabilities for a term ending January 31, 2024, effective immediately; **CARRIED.**

2.2. Chair Election

This item was chaired by Bob Macklon

The floor was opened for nominations and Matthew Kay nominated Karen Muir as Chair of the Barrier Free Sub-Council; Karen Muir accepted the nomination. Bob Macklon called for any other nominations; none were received. **Karen Muir was appointed Chair of the Barrier Free Sub-Council by acclamation.**

3. Review Matters Arising/Action List

	Item	Action	Date	Responsible	Status/Update
1.	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	Council Administration	Item can be closed
2.	Awareness of barrier free including the design guide	Use the spreadsheet created in the portal to track organizations or industry groups who have been informed of the guide.	Oct. 2/19	All	Covered under item 4.1

	and minimum requirements	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.			
		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	Version 3 of the City of Edmonton's Access Design guide is almost complete. Covered under Item 4.1
3.	Barrier free enforcement from a provincial perspective	Challenges to enforcement in rural areas and smaller centres, some towns think their bylaws overrule code	Oct. 2/19	Willcocks	AMA indicated that changes to the Building Code may provide more opportunities for enforcement.
4.	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	Ongoing.
5.	Barrier free content for architects	Robert Lipka will draft correspondence specific to planners and architects	Nov 20/19	Lipka / Council Administration	Covered under Item 4.1
6.	SCO training content	Further information will be provided on cost, time frame to take course, and delivery options for Course 100125. It was suggested that this information be sent to the AAA.	Nov 20/19	Wickman/ Council Administration	Covered under Item 4.1
7.	Heights of Operational Controls	Robert Lipka will circulate the national guide to determine how outdoor accessibility issues outside of the Building Code are addressed.	Nov 20/19	Lipka	Ongoing. Covered under Item 4.1
8.	Link to the Ministry of Community and Social Services	As issues arise and expertise is required, a guest may be needed. Municipal Affairs will look into a connection at the Ministry of Community and Social Services. AMA was able to connect with the Disability Advisory and Engagement branch at the Ministry of	Nov 20/19	Willcocks	Laura and Linnie met with the Disability Advocate office and they will put together a report specifically related to the built environment. May also present to BFSC in the future.

		Community and Social Services. They will provide qualitative and quantitative data on issues related to the built environment.			
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On Hold Action Items				
	Item	Action	Date	Trigger
1.	Barrier free design at development stage	City of Edmonton has pre-planning meeting where SCOs are welcome to participate and provide feedback before permits are issued	Nov 20/19 item 4.3	Further discussion with SCO representative. Move to Awareness Working Group

Recommendations for Updates for the Barrier Free Design Guide				
<i>*to be reviewed after the NBC 2020 is published</i>				
	Item	Supporting Documents/Notes	Contact	Date
1.	Bariatric needs and design	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	Nov. 20, 2019
2.	Cognitive and communication disability needs and design	'4.3.6 SCC BFSC 2019 Priorities – Communication Cognition'	Knudtson	Oct. 2 2019
3.	Social Policy Change for Assisted Listening Devices	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.	Ramsdell	Nov. 20, 2019

4. Matters for Discussion

4.1. Introduction into Working Groups

In order to move forward with items from the Priority List, we have split it into two areas of focus (Awareness and Technical) and will create a working group for each one. The working groups will meet at the beginning of each BFSC meeting and work on breaking down the priorities into actionable items to address the issues. Members selected which group they would like to join and each group met briefly. Each group reviewed the issues document and selected a Chair.

Bob Macklon/Bev Knudston moved to form a working group to review awareness issued identified by the Barrier-Free Sub-Council; CARRIED.

Matthew Kay/Bev Knudston moved to include the following members in the Awareness Working Group: Matthew Kay, Bev Knudston, Bob Macklon, Deliany Sathers, Robert Lipka, Donna Monkhouse and Georg Rath, with support from Municipal Affairs; CARRIED.

Bob Macklon/Georg Rath moved that the Awareness Working Group be established for a timeline of one year; CARRIED.

Brian Huxley/Helen Evans Warren moved to form a working group to review technical issues identified by the Barrier-Free Sub-Council; CARRIED.

Lee Ramsdell/Helen Evans Warren moved to include the following members in the Technical Working Group: Brian Huxley, Lee Ramsdell, Ron Wickman, Keith Jansen, Helen Evans Warren, Chris Schamber, and Karen Muir, with support from Municipal Affairs; CARRIED.

Brian Huxley/Helen Evans Warren moved that the Technical Working Group be established for a timeframe of one year; CARRIED.

4.2. BSC Liaison Report

The following was reported:

- The BFSC Liaison brought the topic of ventilation to the BSC and while there was good discussion it was decided that there isn't anything that they can directly action, however the BSC Administrator did note the topic is on the government's radar as well
- BSC is passionate about getting more permit oversight on farm buildings, this would also ensure barrier free requirements would be enforced
- STANDATA has been put out explaining that a building permit is needed when doing an elevator modernization, this will help ensure barrier free requirements are enforced as well

4.3. Administrator/AMA Report

The following was reported:

- Municipal Affairs staff working from home for the foreseeable future
- Regarding COVID-19, staff have been made aware of the need for a policy for Alberta Health to let them know that exceptions need to be in place for businesses that have only one accessible entrance and therefore must allow people with disabilities to enter/exit through the same door. Businesses should not be fined and people with disabilities should not be denied access, if it cannot be helped.
- When meeting with the Disability Advocate, learned that exploratory discussions are taking place with the Alberta Human Rights Commission in anticipation of the Federal Accessibility Act

4.4. Council Updates

A written report was included in the portal and updates were provided on:

- Council remains closed to the public, with all staff working from home
- Online meetings for the foreseeable future, please reach out if you have any issues with Telus Business Connect and we can assist
- Please forward any info you would like shared on our social media
- The Safety Codes Council will offer the following training online this spring:
 - New Member Orientation coming up on March 23rd
 - Effective Meetings April 13 and 14th
 - Appeals Training April 27 and 28th

5. Meeting Finalization

5.1. Round Table

- The Administrator advised that when she sends around proposed code changes for review, feel free to reach out to her by email or phone if you have any questions
- Request to add a presentation regarding hard of hearing issues for consideration at a future meeting

[Council Staff]

5.2. Next Meeting

The next meeting was reconfirmed for June 16, 2021 via teleconference at 9:00 a.m.

5.3. Meeting Adjournment

Helen Evans Warren/Chris Schamber moved to adjourn the meeting at 12:15 p.m.

– NEW ACTION ITEMS –

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- The Administrator advised that when she sends around proposed code changes for review, feel free to reach out to her by email or phone if you have any questions
- Request to add a presentation regarding hard of hearing issues for consideration at a future meeting

[Council Staff]

– MOTIONS –

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– WORKING GROUP MEMBER LISTS –

WORKING GROUP	WORKING GROUP MEMBERS (Chair)
Technical	<u>Lee Ramsdell</u> , Brian Huxley, Ron Wickman, Keith Jansen, Helen Evans Warren, Chris Schamber, Karen Muir, Linnie Tse
Awareness	<u>Robert Lipka</u> , Matthew Kay, Bev Knudtson, Bob Macklon, Donna Monkhouse, Deliany Sather, Georg Rath, Laura Wilcocks