



# Safety Codes Council

## MINUTES OF THE SECOND BARRIER FREE SUB-COUNCIL MEETING OF 2020

**DATE:** June 10, 2020

**TIME:** 9:00 a.m. to 2:30 p.m.

**LOCATION:** Teleconference

**PRESENT:** *Sub-Council Members*

Karen Muir, Chair  
Brian Huxley  
Matthew Kay  
Bev Knudtson  
Ron Wickman  
Robert Lipka  
Bob Macklon  
Tanya Marsh (Vice Chair)  
Donna Monkhouse  
Lee Ramsdell  
Deliany Sather  
Chris Chamber

*Safety Codes Council*

Kathryn Derkach, Jennifer Johnson, Susan Rossmann

*Alberta Municipal Affairs*

Linnie Tse, Laura Willcocks

**REGRETS:** Tracy Douglas-Blowers

**GUESTS:** Georg Rath, Aging Population; Keith Jansen, BSC Liaison

**RECORDER:** Jennifer Johnson

**2020 MEETINGS:** September 23, November 18

## 1. Meeting Opening

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

### 1.1 Agenda Adoption

Lee Ramsdell/Robert Lipka moved that the agenda be adopted, as circulated; CARRIED

### 1.2 Adoption of the February 20 Minutes

Bob Macklon/Tanya Marsh moved to adopt the minutes of the February 20 meeting, as circulated; CARRIED

## 2. Matters for Decision

### 2.1. Closed Session

Robert Lipka/Chris Schamber moved to go into closed session; CARRIED

Bob Macklon/Brian Huxley moved to leave closed session; CARRIED

#### 2.1.1. Appointment of Georg Rath to represent Aging Population

Brian Huxley/Tanya Marsh recommend to the Board the appointment of Georg Rath to the Barrier Free Sub-Council to represent Aging Population for a term ending January 31, 2023, effective immediately; CARRIED

### 2.2. Skills Matrix

A skills matrix is being developed for each sub-council to assist nominating organizations to find nominees with the right skills and experience. Each sub-council member was previously asked to define a few skills and/or qualifications for their own position that would be essential for their work on the sub-council. These submissions were reviewed and members provided feedback. Council will edit and post the document in the portal for members to review. Members who have not already done so are asked to complete their description and forward to Kathryn or Jennifer prior to the next meeting.

[Council Administration/Ramsdell/Marsh/Lipka]

## 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	June 11/19	Council Administration	Continuing to document and update the BFSC's objectives

		terms of reference are presented to the sub-councils as part of the governance review.			outside of a terms of reference.
2.	Awareness of barrier free including the design guide and minimum requirements	Use the spreadsheet created in the portal to track organizations or industry groups who have been informed of the guide. 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	All	Ongoing. No new ones to add to tracking.
		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. They did use portions of the BFDG which will provide a link between the two. Robert will provide when it's complete, possibly for the next meeting.
3.	Barrier free enforcement from a provincial perspective	Laura Willcocks with discuss this item further with SCO representative.	Oct. 2/19	Willcocks	This item was on hold until the new SCO rep was appointed. Laura will connect with Brian and give him an update.
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	Awaiting further update (likely in fall 2020)
5.	Barrier free content for architects	Robert Lipka will draft correspondence specific to planners and architects	Nov 20/19	Lipka / Council Administration	Robert will send a draft to members to review and then send to various groups
6.	SCO training content	Further information will be provided on cost, time frame to take course, and delivery options for Course 100125. <b>Update:</b> Course 100125: Building, Accessibility, Energy Conservation & Building Envelope for Part 9 SCOs, ABC 2014 Cost: \$410	Nov 20/19	Wickman/ Council Administration	Council staff will provide access to the course for Ron to review.

		Delivery: Self-paced (print materials), continuous intake Timeframe: 6 months to complete  It was suggested that this information be sent to the AAA.			
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	Robert has copies but is not able to share them. He will review and bring back pertinent items at the next meeting for feedback.
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.	Nov 20/19	Willcocks	AMA was able to connect with the Disability Advisory and Engagement branch at the Ministry of Community and Social Services. They will provide qualitative and quantitative data on issues related to the built environment.

### 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.

### Recommendations for Updates for the Barrier Free Design Guide

*\*to be reviewed after the NBC 2020 is published*

	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	It was suggested that the Assisted Hearing Devices section of the Barrier Free Design Guide could also	Ramsdell	Nov. 20, 2019

	Assisted Listening Devices	be updated to include the varying types of devices available.		
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## 4. Matters for Discussion

### 4.1. Strategic Planning Part 1

#### 4.1.1. Review of BFSC Priorities Research Assignments

Document was posted in the member portal and the following was discussed:

- The Chair provided background and explained these items were arrived at through a strategic planning session last year.
- It was noted that the ranking did not necessarily correlate to action, rather it was having a member willing to spearhead an item that resulted in the most action
- When identifying issues to bring forward to the sub-council it is helpful to review the “Questions to Assist in Framing Issues” document
- Each item was reviewed and an explanation/update was given

#### 4.1.2. Next Steps

Members are asked to:

- Take the list of BFSC Priorities Research Assignments back to their nominating organization for feedback
- Identify any areas which may need to be expanded or new items which could be added
- Consider any items which you may be able move forward

[All]

### 4.2. BSC Liaison Report

The following was reported:

- The Using Stopped Escalators as Stairs working group reported that they will be unable to recommend they can be safely used in this manner. Therefore, in cases where escalators are out of use during an emergency there could be more pressure on elevators which would impact people with mobility concerns.
- A STANDATA has been issued clarifying occupancies for supportive living and long term care. It was noted that stricter occupancies can impact facilities by making them more expensive as well as affecting the ambience. This will help ensure the appropriate classification is used.
- It has been identified that there are buildings which have been exempt under the Farm Building provision which should not be. BSC is recommending steps be taken to close these loopholes. Liaison noted that if these buildings are not built to code it is unlikely they would have barrier free provisions as well.

### 4.3. Administrator/AMA Report

The Administrator reported:

- The Executive Director has left, search for a new director is underway
- Federal Government continues to work on the Canadians With Disabilities Act

#### **4.4. Council Updates**

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

- Allison is now on maternity leave, please email Kathryn or Jennifer if you have any questions
- Covid-19 impact: Safety Codes Council office is closed to the public, staff are working from home, and all meetings are online/teleconference. It was noted that the Council should look into having meetings captioned.
- Conference was cancelled however BFSC will carry forward as the featured sub-council next year, AGM format is still being determined and members will be notified once a decision is made
- Working group procedures have changed and can be found in the portal

### **5. Meeting Finalization**

#### **5.1. Round Table**

- City of Edmonton has an Accessibility for People With Disabilities policy which they are using to identify items that each department will focus on over the next 3 years
- Ron Wickman has a book coming out about best practices and hopes to have copies for the next meeting
- It was noted that the Covid-19 pandemic has given some members greater appreciation for how people with disabilities want to make sure the world is safe for them when they venture out
- There is a kit available for people with hearing loss in order to better communicate with doctors and nurses while in the hospital, Lee Ramsdell to provide info to sub-council staff on how to request

[Ramsdell]

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

The next meeting was reconfirmed for September 23, 2020 at 9:00 a.m.

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

The meeting was adjourned at 2:30 p.m.

**Robert Lipka/Tanya Marsh moved to adjourn; CARRIED**

**– NEW ACTION ITEMS –**

**5.1. Round Table**

- There is a kit available for people with hearing loss in order to better communicate with doctors and nurses while in the hospital, Lee Ramsdell to provide info to sub-council staff on how to request

[Ramsdell]

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[Council Administration/Ramsdell/Marsh/Lipka]

**– MOTIONS –**

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**– WORKING GROUP MEMBER LISTS –**

<b>WORKING GROUP</b>	<b>WORKING GROUP MEMBERS (<u>Chair</u>)</b>