



**MINUTES OF THE
SECOND BARRIER FREE SUB-COUNCIL MEETING OF 2021**

DATE: June 16, 2021

TIME: 9:04 a.m. to 11:45 a.m.

LOCATION: Videoconference

PRESENT: *Sub-Council Members*
Karen Muir, Chair
Bev Knudtson
Robert Lipka
Bob Macklon
Tanya Befus, Vice Chair
Ron Wickman
Donna Monkhouse
Brian Huxley
Lee Ramsdell
Helen Evans Warren

Safety Codes Council
Allison Karch, Kathryn Derkach, Gerry Letendre

Alberta Municipal Affairs
Linnie Tse

REGRETS: Deliany Sather, Chris Schamber, Georg Rath

GUESTS: Keith Jansen (BSC Liaison)

RECORDER: Gerry Letendre

2021 MEETINGS: October 13, December 1

1. Meeting Opening

The Chair called the meeting to order at 9:04 a.m. Videoconference technology was reviewed, a round table introduction was held, and the Chair reminded all members that their primary duty as Council members is to act in the interest of safety and accessibility in the built environment on behalf of all Albertans.

1.1 Agenda Adoption

Tanya Befus / Bev Knudtson moved that the agenda be adopted, as circulated; CARRIED

1.2 Adoption of the February 17, 2021 Minutes

Helen Evans Warren / Brian Huxley moved to adopt the minutes of the February 17, 2021 meeting, as circulated; CARRIED

2 . Matters for Decision

No matters for decision were identified.

3. Review Matters Arising/Action List

	Item	Action	Date	Responsible	Status/Update
1.	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 Awareness Working Group	Discussion held about who would correct SCOs about paramouncy of SCA over bylaws. Presentation to RMA and AUMA for awareness was suggested. AUMA – November 17-19 RMA - November 23-26 Referred to Awareness WG; ongoing.
2.	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. The national group will consult with provinces & territories about what should go into the code and provide that info to NRC. Specific question about automatic door openers and whether it will be in the next code. Referred to Technical WG.
3.	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	Received 19 page report from diversity group. Report focuses mostly on systemic issues rather than physical accessibility. Automatic doors mentioned, buttons too low, landlords not

		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.			making things accessible. Suggested that awareness of existing requirements and duty to accommodate may be an issue. AMA will request permission to share report and/or a summary.
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4. Matters for Discussion

4.1. Working Group Breakouts

The Awareness Working Group and Technical Working Group met separately.

4.2. Working Group Reports

4.2.1. Awareness

The Chair of the working group presented his report, which was also circulated via email and will be posted in the Portal. The group has met three times and has developed two tables to track activities: one for action items and one for regularly occurring items.

4.2.2. Technical

The group had not met prior to the sub-council meeting. The tracking document was reviewed and action items were assigned to individuals.

4.3. Assisted Living Facilities

The Administrator reported that she has received requests for code relaxations from various groups. She requested that the Awareness working group investigate topics that are important for assisted living facilities with the aim of including it into the Alberta Building Code. After discussion, it was suggested a separate working group would be appropriate.

Tanya Befus / Helen Evans Warren moved to form a working group to review and update requirements for assisted living facilities; CARRIED

Brian Huxley / Helen Evans Warren moved to include the following people as members on the working group: Helen Evans Warren, Lee Ramsdell, Georg Rath, Bev Knudtson, Keith Jansen, and Karen Muir (chair); CARRIED

Lee Ramsdell / Helen Evans Warren moved that the working group will provide a final report at the October 2021 Barrier Free Sub-Council meeting; CARRIED

4.4. BSC Liaison Report

The liaison to the Building Sub-Council reported that she has attended two meetings since the last Barrier Free Sub-Council meeting. No items specific to accessibility were brought up.

4.5. Administrator/AMA Report

The Administrator reported that Alberta Municipal Affairs staff anticipate returning to the office when the province enters Stage 3 and that the department is currently gathering new information to help onboard the new Deputy Minister Brandy Cox.

4.6. Council Updates

Council staff reported the following:

- Matthew Kay is no longer employed with CNIB and the Council has reached out to request new nominees.
- Staff continue to work from home and hold meetings remotely; we will provide updates as available.
- Kathryn will be the lead for the BFSC with Allison usually taking minutes. Please direct any questions or meeting items to Kathryn.
- Please review your nominating organization's contact info in the document in the Portal and notify Gerry Letendre if any changes need to be made.

5. Meeting Finalization

5.1. Round Table

- A question was asked regarding the existence of a checklist for accessibility best practices in residential construction. There is currently no checklist but one could be included in the Barrier Free Design Guide. The Awareness Working Group will begin compiling a checklist to assist those builders and developers who would like to incorporate accessibility features in residential construction. [Lipka]

5.2. Next Meeting

The next meeting was reconfirmed for October 13, 2021 at 9:00 a.m.

5.3. Meeting Adjournment

The meeting was adjourned at 11:45 a.m.

– NEW ACTION ITEMS –

5. Meeting Finalization

5.1. Round Table

The Awareness Working Group will begin compiling a checklist to assist those builders and developers who would like to incorporate accessibility features in residential construction. [Lipka]

– 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> , Bev Knudtson, Bob Macklon, Donna Monkhouse, Deliany Sather, Georg Rath, Tanya Befus, Laura Willcocks
Assisted Living Facilities	<u>Karen Muir</u> , Helen Evans Warren, Lee Ramsdell, Georg Rath, Bev Knudtson, Keith Jansen