



**MINUTES OF THE  
SECOND BARRIER FREE SUB-COUNCIL MEETING OF 2023**

**DATE:** October 24, 2023

**TIME:** 9:03 a.m. to 12:15 p.m.

**LOCATION:** Videoconference

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

Karen Muir  
Bev Knudtson  
Robert Lipka  
Georg Rath  
Deliany Sather  
Chris Chamber  
Nathaniel Wagenaar  
Ron Wickman  
Simon Wunderli

*Safety Codes Council*

Allison Karch, Erik Sales

*Alberta Municipal Affairs*

Linnie Tse

**REGRETS:** Tanya Befus, Gunjan Dhawan, Cindy Gordon, Donna Monkhouse

**GUESTS:** Keith Jansen, BSC Liaison

**RECORDER:** Allison Karch

**2024 MEETINGS:** April 16, June 25

## 1. Meeting Opening

Simon Wunderli volunteered to chair this meeting as the chair position is vacant. The Chair called the meeting to order at 9:03 a.m. A round table introduction was held, videoconference functionality was reviewed, and members were reminded that their primary duty is to act in the interest of safety in the built environment for the benefit of all Albertans.

### 1.1 Agenda Adoption

**Bev Knutdson / Nathaniel Waagenar moved that the agenda be adopted, as circulated; CARRIED**

### 1.2 Adoption of the June 20, 2023 Minutes

**Karen Muir / Robert Lipka moved to adopt the minutes of the June 20, 2023 meeting, as circulated; CARRIED**

## 2. Matters for Decision

### 2.1. Closed Session

**Karen Muir / Robert Lipka moved to enter into closed session; CARRIED**

**Bev Knutdson / Karen Muir moved to exit closed session; CARRIED**

#### 2.1.1. Reappointment of Chris Schamber to represent Mobility Disabilities

**Karen Muir / Ron Wickman moved to recommend to the Board reappointment of Chris Schamber to the Barrier Free Sub-Council to represent Mobility Disabilities for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### 2.1.2. Chair Election

Three calls for the chair position were made. Simon Wunderli nominated himself. No further nominations were received. **Simon Wunderli was appointed as Chair by acclamation.**

#### 2.1.3. Vice Chair Election

Three calls for the chair position were made. Karen Muir nominated herself. No further nominations were received. **Karen Muir was appointed as Vice Chair by acclamation.**

#### 2.1.4. Matrix Review

**Karen Muir / Robert Lipka moved to recommend no changes to the matrix; CARRIED**

It was reported that the MS Society was unable to find a suitable nominee to fill the current vacancy for the Agility Disabilities industry segment. Council staff will investigate

other potential nominating organizations for the Agility Disabilities segment.

[Council Administration]

### 3. Review Matters Arising/Action List

	Item	Action	Date	Responsible	Status/Update
1.	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 Community and Social Services. They will provide qualitative and quantitative data on issues related to the built environment.	Nov 20/19	Tse	Ongoing.
2.	Training on the accessibility requirements in the upcoming NBC(AE)	It was asked whether there will be training on the accessibility requirements in the upcoming edition of the NBC(AE) and whether that training would include rationale for the changes. Council staff will request an update from the Training department about what accessibility information will be in the Building SCO code update training.	Oct 13/21	Council Admin	There is no update yet because the code is not yet published; an update will be brought after the code's publication.
3.	Buyers cannot search for accessible homes on the MLS	Further discussions needed to figure out who would be responsible for developing this.	Dec. 13/22	Sather	
4.	Consider creating a condensed version (checklist) of the BFDG for developers/builders to assist as they begin work on a new project.	This will be a stand-alone document available on Council website.	Dec. 13/22		
5.	Lack of awareness of other disabilities not covered in the code, but are mentioned in the BFDG: Seniors, Hearing, Vision, Communication & Cognition, Bariatrics.	Consider whether upcoming new requirements in the <b>2020 NBC</b> will be sufficient for those disabilities, or if more requirements should be in the <b>code</b> .  Determine if more information should be added to the <b>BFDG</b> for Seniors, Hearing and Vision. More information on Communications & Cognition and Bariatrics was submitted in fall 2019.	Dec. 13/22	Knudtson	
6.	Builders do not have access to a	Certification Programs like Rick Hansen foundation and Universal Access etc. do	Dec. 13/22	Sather	

	certification program that is widely accepted and adopted by industry. Until then there is no will to build accessible homes for the market.	exist but until the government approves these how does a builder know which program to follow?			
7.	Ambiguities that need clarification within the Code from Municipal Affairs	<p>3.8.2.3.(2)(j) Areas Requiring a Barrier-Free Path of Travel – applicable to 3.8.4 Adaptable Dwelling Units?</p> <p>3.8.2.3.(5) Areas Requiring a Barrier-Free Path of Travel – clarification required on extents of tactile warning strip</p> <p>3.8.3.11. Water Closet Stalls and 3.8.3.12. Universal Washrooms – clarification of space required in front of toilet</p> <p>3.8.3.12. Universal Washrooms – clarification on turning radius and door swing overlap</p> <p>3.8.3.16. Showers – clarification of min. flat area dimensions</p> <p>3.8.4.2. General Accessibility, Ceiling Lift Track – clarification on design parameters</p> <p>3.8.4.4. Kitchens, Adjustable Heights – clarification on meaning of “adjustable”</p> <p>3.8.4.4. Kitchens, Cooktops – clarification on cooktop vs range</p>	Dec. 13/22	Tse	
8.	Not all areas of a building accessible i.e. public courtyard in townhouse complex	Helen reviewed current code requirements and found that the code doesn't address this issue. Helen has posted a document on the portal.	Dec. 13/22	Wickman	
9.	Better Universal Toilet Room (more guidance for designers)	Ron to review current Code requirements to see what is applicable to Universal Toilet Rooms.	Dec. 13/22	Wickman	
10.	Parking Meters	Members to work on a best practices document that could be sent to advisory groups and included in the Barrier Free Design Guide.	Mar 21/23	Lipka/Rath	

## 4. Matters for Discussion

### 4.1. Changing the Sub-Council Name

The vice chair chaired this item. It was reported that Council leadership would welcome a proposal to change the sub-council's name, which would be enacted through a bylaw change. Discussion was held on the most appropriate name for this sub-council.

**Simon Wunderli / Nathaniel Wagenaar moved to request that the Council take the necessary steps to rename the Barrier Free Sub-Council to the Accessibility Sub-Council within the next year; CARRIED**

Simon Wunderli, with assistance from Nathaniel Wagenaar, Deliany Sather and Council staff, will draft a briefing note about the name change to present to the Board.

[Wunderli/Wagenaar/Sather/Council Administration]

### 4.2. Mandatory Cooling and Indoor Air Quality

Air temperature and quality are seen as safety issues, though it was noted they may not be accessibility issues. Any requirements regarding maximum temperature and air quality would need to be addressed in areas of the code other than Section 3.8, which may have unintended consequences. There are currently HVAC guidelines for continuing care, established by Alberta's Ministry of Health, which could serve as a starting point for technical requirements.

It was suggested that best practices about air quality and maximum temperatures could be incorporated into the Barrier Free Design Guide.

Further information related to issue identification will be developed to support next steps.

[Rath]

### 4.3. Accessible Parallel Parking

An example of the application of accessible parallel parking requirements was shown and members shared their opinions about whether it met the intent. It was noted that some municipalities have images in their accessibility design guides that could assist permit applicants.

### 4.3. Administrator/AMA Report

The Administrator reported on the following:

- Updates to the Barrier Free Design Guide are being made to align with the upcoming National Building Code – Alberta Edition (NBC(AE)).
- New accessibility-related requirements in the upcoming code include limited mobility washroom stalls and an increase to the size of washroom stalls.
- Members were asked to document any suggested additions to the Barrier Free Design Guide. Best practices about operational controls, such as those in the CSA accessibility standard, were suggested to be incorporated.
- The goal is to publish the updated Guide when the NBC(AE) comes into force in spring 2024.
- It was noted that the draft Section 3.8 from the upcoming NBC(AE) that's in the Building Sub-Council Portal drive has not been finalized, but no additional significant changes are expected.
- Turning radiuses will all be 1700mm.

- An Assistant Fire Commissioner has been hired.
- Barrier Free Design Guide will be added to the next agenda for discussion.

[Council Administration]

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

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

- Member Training will be held on Wednesday, November 8, via Zoom. Please contact Gerry Letendre to register. This training is mandatory for new members and open to all members who would like a refresher.
- The Council Member satisfaction survey will be sent out this fall in conjunction with the Council's annual stakeholder survey. Please watch your email and take a few moments to complete the survey when you receive it.

### **5. Meeting Finalization**

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

- Members will develop information on door closers and this topic will be added to next meeting agenda. [Rath/Council Administration]
- Information about parking meters will be compiled for discussion at the next meeting. [Rath/Lipka]
- Robert Lipka was thanked for his presentation at the Safety Codes Council Summit; it was very well received.

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

The next meeting was reconfirmed for January 30, 2023, via videoconference at 9:00 a.m.

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

The meeting was adjourned at 12:15 p.m.

– NEW ACTION ITEMS –

**2.1.4. Matrix Review**

Council staff will investigate other potential nominating organizations for the Agility Disabilities segment. [Council Administration]

**4.3. Administrator/AMA Report**

Barrier Free Design Guide will be added to the next agenda for discussion. [Council Administration]

**5.1. Round Table**

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**4.2. Mandatory Cooling and Indoor Air Quality**

Further information related to issue identification will be developed to support next steps. [Rath]

**– MOTIONS –**

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